FREEDOM OF INFORMATION
AND
PRIVACY ACTS

SUBJECT: CUSTODIAL DETENTION

SECURITY INDEX

FILE NUMBER: 100-358086

SECTION : 28

FEDERAL BUREAU OF INVESTIGATION

NOTICE

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1638

STANDARD FORM NO. 64

Office M dum • UNITED S GOVERNMENT

TO : THE DIRECTOR

DATE: March 12, 1954

FROM :

SUBJECT: SECURITY INDEX
Bufile

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

The following is a report on the increase in the Security Index since the last count was furnished to you on February 12, 1954.

Week of	New Cards Added	Cards Cancelled	Net Increase
February 13-19	44	13	31
February 20-26	71	17	54
February 27 - March 5	110	11	99
March 6-12	106	11	95
Total	331	52	279

For your information, during the preceding four-week period 540 cards were added and 93 cards were cancelled, a net increase of 447 cards.

The Security Index count as of today is 24,794.

ACTION:

This is for your information.

1638X

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNME

TO :

DATE: March 13, 1954

FROM :

SUBJECT: MATERIAL FOR DISCUSSION
SECURITY CONFERENCE

Attached memorandum from of the Los Angeles Office, assisting in the San Francisco inspection, outlines two questions on application of rules regarding security summary reports.

Inasmuch as uniformity is desireable, it is suggested that the questions raised by this memorandum be referred to the Domestic Intelligence Division for discussion during the forthcoming conference on March 18, 1954, and that a specific reply be furnished for the guidance of the San Francisco and other offices.

UNRECORDED
3-16-54

(S) SECURITY INVESTIGATIONS OF INDIVIDUALS -- Your attention is directed to Section 87C of the Marual of Instructions in regard to initiating security investigations on individuals. The instructions set out certain specific categories or guideposts. If an allegation regarding an individual comes within one or more of the categories, you are instructed to open a security case and conduct a thorough investigation to determine whether the individual is potentially dangerous to the internal security of the country.

In addition to the specific categories or guideposts, current instructions in regard to initiating security investigations contain other pertinent factors and considerations which I desire to re-emphasize at this time. Because of the manner in which subversive organizations function and because of the great scope and variety of their activities, it is not possible to formulate any hard-and-fast standards by which the dangerousness of individual members or affiliates may be automatically measured to determine whether security investigations are warranted. The instructions provide that, in determining whether an investigation should be conducted, you should realize that the categories for initiating security investigations specifically set out in the Manual of Instructions are not intended to be all-inclusive. After considering all of the factors, if there is any doubt that an individual may be a current threat to the internal security of the nation, the question as to whether an investigation should be undertaken should be resolved in the interests of security and the investigation made.

I want to point out also that you are under instructions to channelize subversive information received from time to time to the individual case files of the subjects involved. Each time information is channelized to an individual case file, the file should be carefully reviewed to determine whether additional investigation should be conducted when there has been a prior investigation or an initial investigation made. Where there is an accumulation of unresolved information of a subversive nature in the case file of an individual, such as unexplained association with Communist Party members or affiliates, this information should be carefully evaluated to determine whether an investigation is warranted.

Although a subversive allegation regarding an individual may not in itself be sufficient to warrant an investigation, an accumulation of such allegations may dictate that an investigation is warranted. In evaluating each case I cannot overstress the necessity of using sound judgment based on our experience in the

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security field.

This communication is not intended to change any existing instructions in regard to the conducting of security investigations. Its purpose is to re-emphasize the necessity of carefully considering each subversive allegation or the accumulation of subversive allegations on an individual so that we will be certain all persons are investigated when there is doubt as to whether they may be current threats to the internal security. If you are unable to resolve a matter due to peculiar facts or circumstances, you should present the facts to the Bureau for advice as to whether an investigation should be conducted.

This matter should be called to the attention of all Agents assigned to security investigations.

Very truly yours,

John Edgar Hoover

Director

1639

March 19, 1954

SAC, Albany

PERSONAL ATTENTION

Director, FBI

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Re SAC Letter 53-48 (O) setting the deadline of 7-14-54 for the completion of the initial phase of this project.

This letter is directed to those offices which according to Bureau records have not completed the program although in some instances its completion may be reflected in the status letters due April 1, 1954.

The Bureau is taking this opportunity to reiterate that the status letters must be submitted promptly and must be received at the Bureau no later than April 6, 1954.

In addition to the data required under existing instructions, the Boston, Chicago, Indianapolis, Los Angeles, Newark, New Haven, Philadelphia, St. Louis, San Diego, San Francisco, and Seattle Offices should include in the status letters (1) the production of sumreps under this program for the past three months; (2) the rate of production established in order to meet the stated deadline and (3) any other pertinent data bearing upon the completion of captioned program.

The Bureau reiterates that this project must be completed by July 14, 1954, and is holding the Special Agents in Charge personally responsible to insure that the deadline is met.

STANDARD FORM NO. 64

UNRECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: March 31, 1954

FROM :

SUBJECT: SECURITY REPORTS
SUGGESTION #141-54

DETAILS:

Attached is a suggestion originating with the El Paso Office that in the preparation of lengthy security reports, when it is necessary in the body of the report to document an individual or organization other than the subject of the case, that this documentation be done by use of the footnote system rather than documenting in the body of the report.

The suggestion has been referred to this Section for comment.

Our present instructions in this matter are found in M.I., Section 87F, 3, page 13 which states: "Whenever an organization or publication is mentioned in a report and the connection of the organization is set forth for the purpose of showing a subversive ramification the organization or publication should be described with a short authoritative sentence clearly showing the subversive ramification,..... Whenever an individual other than the subject of the report is mentioned for the purpose of showing subversive activity or sympathy on the part of the subject, the individual so mentioned should be described with an authoritative statement reflecting the subversive connection...."

It will be seen that the foregoing does not specify any particular place in the reports for the insertion of the descriptive data concerning either organizations or individuals. As a matter of practice and to assist in the interpretation of the reports the documentary data has been set out immediately following each organization or individual when first mentioned in the reports.

This practice allows the reader to note at once the subversive character of the organizations and individuals and evaluate their significance at that time.

It must be noted that security reports contain information concerning both subversive and nonsubversive organizations and, in many instances, make collateral references to individuals who have not been identified with subversive [illegible] Under the

UNRECORDED
3-31-54

above suggestion for instance within a single paragraph there might be listed the American League for Peace and Democracy, the Civil Rights Congress and the Daughters of the American Revolution, with the subversive character of the first two listed not specifically noted and documented at that point. It would appear that from the standpoint of interpretation and evaluation the American League for Peace and Democracy and the Civil Rights Congress should be characterized at that specific point as organizations designated by the Attorney General as within Executive Order 10450 to specifically distinguish them from the third organization which is, of course, a legitimate and nonsubversive group. The same is true in listing of individuals.

From a mechanical standpoint, the utilization of footnotes at the bottom of the pages represents a problem in space allocation. That is to say, several subversive organizations have not been cited by official agencies but their subversive character is documented by the use of specific informants who attest to their character. In some instances these documentations require a full paragraph. The problem presented is in ascertaining how much space on a given page to allocate to the footnote material. It may be observed that there is no saving of space involved in the suggestion since it is mandatory that complete documentations be utilized regardless of where they appear in the reports.

Assuming that the suggestion were followed, there would be instances in which in lengthy reports the numerical or alphabetical system used in connection with the footnotes might be confused with the numerical designations of our temporary informants. That is to say, our temporary informants are documented numerically, such documentations running chronologically throughout the length of the report. A footnote system would entail an analogous type of designation. It would seem that the latter practice would tend to make our reports cluttered with numbers and alphabetical symbols which would render them more difficult to read, interpret and evaluate, a situation which the suggestion seeks to avoid.

It may be noted that in certain instances, depending entirely upon the context of the particular report, the practice has been followed of listing at the outset of the report the cited organizations mentioned therein.

UNRECORDED
3-31-54

These reports are acceptable provided they meet our general requirements of clarity and accuracy.

Based on the foregoing, it is not felt that the suggestion would improve security reports but on the contrary would make them less susceptible to proper interpretation and raise serious problems in their mechanical preparation.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division to indicate that this Section does not favor the adoption of the above suggestion.

1640

SAC, Albany

March 23, 1954

Director, FBI

SECURITY INDEX - GENERAL

There is attached hereto for each office an alphabetical list of its Security Index subjects prepared from the Bureau's Security Index as of March 15, 1954. Each subject is identified by name, race, sex and date of birth. The subjects carried in the various subdivisions of the Special Section are listed on separate pages under the appropriate headings. It is requested that this list be used to reconcile the Security Index in your office with the Index at the Seat of Government by checking the names on the list against your Security Index cards.

In checking this list against your Security Index the following items should be considered and handled

as follows:

1. If the name of a subject on the attached list is not included in your Security Index, you should check that subject's case file to determine his correct Security Index status. An appropriate notation should be placed adjacent to the subject's name on the enclosed list reflecting the correct Security Index status for the subject. If his name should be deleted from the Bureau's Security Index the notation should refer to the previous communication from your office which recommended cancellation. If you do not have a Security Index card for the subject and a card should be in your Index, the notation should request the Bureau to forward cards to your office.

2. If this check discloses the names of subjects in your Security Index which do not appear on the attached list, the names of such subjects and the Bureau file number (where known) should be set forth on a separate sheet of paper with the date that the subject was recommended for inclusion in the Security Index. Instances of this nature will occur in those cases where subjects have recently been recommended for inclusion in the Index and were not included therein at the time of printing of the attached list but cards have subsequently been prepared at the Bureau. Instances of this nature may also occur in those cases where cancellation of a Security Index card has recently been recommended by you and you have not yet received Bureau authorization to cancel.

3. In checking the Special Section of your Security Index against the attached list you should be certain that the subjects are in the same subdivisions as those indicated on the attached list. Appropriate notations should be placed on the attached list if there are any discrepancies between your Special Section and the list.

4. To avoid an increasing number of discrepancies between the attached list and your Security Index due to current changes being made in the Security Index, this check must be instituted immediately and completed within 10 days of the receipt of this memorandum by each office. Upon completion, the attached list and appropriate notations should be returned to the Bureau by cover memorandum under instant caption.

list

1641

Assistant Attorney General [redacted]
Criminal Division

March 23, 1954

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:

Foreign Government Employees
United Nations Employees
Pro-Tito Yugoslavs
U. S. Government Employees
Atomic Energy Program Employees

[redacted]

RECORDED

MAR 25 1954
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EX-121

REC'D-ADMIN. OFFICE

51 MAR 30 1954

[redacted]

1642

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 3/22/54

TO :

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "Special Lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section records as of March 15, 1954.

Attachments

1642

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Comsab
DC	Detcom
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary

AEP	Atomic Energy Program employees
BUL	Bulgarian
COM	Communist Party, USA
CZE	Czechoslovakian
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
HUN	Hungarian
ILL	Independent Labor League
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
PRO	Prominent Person
RUM	Rumanian
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
ULP	United Labor Party
UNE	United Nations employees
YUG	Yugoslavian

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SECURITY INDEX CARDS STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF MARCH 15, 1954

(1) FIELD OFFICE	(2) TOTAL 24,801	(3) NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION: COM 23,226	BCL 1	ISL 203	NPE 364	PPA 35	PWL 1	RNS 3[illegible]	SWP 789	YOU 22	UPR 6	HUN 1	MIS 97	(4)* DC 10,393	CS 7,787	KF 1,163	[illegible] 49	(5) SEX: MALE 15,974	FEMALE 8,827	CITIZ[illegible]: NF 18,901
ALBANY	272	269						2	1					131	89	23	1	175	97	21[illegible]
ALBUQUERQUE	42	42							1					19	15	4		26	16	37
ANCHORAGE	28	27												9	6			21	7	25
ATLANTA	13	12			1									6	6			9	4	12
BALTIMORE	325	311		4					4				6	191	113	42		198	127	245
BIRMINGHAM	12	12												9	4	5		8	4	12
BOSTON	626	597				2			26	1				264	199	24	5	404	222	486
BUFFALO	246	204		2				2	38					149	91	25	1	170	76	201
BUTTE	82	82												39	25	10		58	24	74
CHARLOTTE	53	53												34	29	2		36	17	58
CHICAGO	1,512	1,350		38	21	17		1	59	7			20	669	576	120	5	1,034	479	1,072
CINCINNATI	189	184							1				4	90	44	18		129	60	157
CLEVELAND	685	651		12			1		37	5			1	353	265	40	3	467	218	501
DALLAS	48	48												26	19	5		33	16	43
DENVER	161	161												80	56	17		116	65	158
DETROIT	1,366	1,264		22		5			80	1			16	683	487	47	4	989	397	936
EL PASO	15	15												8	7	1		10	5	12
HONOLULU	87	87												41	9	17		68	19	75
HOUSTON	70	66							4					40	27	10		52	18	62
INDIANAPOLIS	264	255				7			2					124	104	15	1	187	77	150
KANSAS CITY	45	44		1										16	10	4		33	12	42
KNOXVILLE	8	8												5	2			5	3	8
LITTLE ROCK	22	22												14	5	1		17	5	20
LOS ANGELES	3,977	3,781		36		5		6	125	2			26	1,571	1,086	95		2,260	1,717	2,96[illegible]
LOUISVILLE	26	26												16	10	4		18	8	2[illegible]
MEMPHIS	24	24												13	11	2		17	7	23
MIAMI	120	118				2								55	55	5		79	41	73
MILWAUKEE	312	287							25					126	114	10	2	218	94	252
MINNEAPOLIS	517	457		2					78					173	159	24	2	347	170	437
MOBILE	4	4												4	2			4		4
NEWARK	798	765		5	7				25				2	408	298	86		554	244	614
NEW HAVEN	503	500			1				2					189	167	32	1	321	182	34[illegible]
NEW ORLEANS	68	68												29	21	7		47	21	57
NEW YORK	6,156	5,872	1	34	78			18	157	8		1	10	2,177	1,651	172	15	3,895	2,265	4,4[illegible]
NORFOLK	17	17												6	5	1		15	2	15
OKLAHOMA CITY	40	40												20	10	5		30	10	3[illegible]
OMAHA	47	47												16	14	4		35	12	45
PHILADELPHIA	1,152	1,076		13	1			2	59				1	448	397	47	5	723	409	884
PHOENIX	89	86					1		2					41	16	2		62	27	64
PITTSBURGH	419	393		6					18				2	176	149	31	1	314	105	29[illegible]
PORTLAND	213	209		2					2				1	78	65	18		149	64	15[illegible]
RICHMOND	26	25												11	10	4		17	9	23
ST. LOUIS	171	166							5					97	60	27		115	56	14[illegible]
SALT LAKE CITY	77	77												39	28	7		49	28	7[illegible]
SAN ANTONIO	31	30							1					15	11	4		18	13	2[illegible]
SAN DIEGO	192	190							2					84	40	5		116	74	14[illegible]
SAN FRANCISCO	2,216	2,137		18				3	54				4	1,130	769	88	2	1,314	902	1,[illegible]
[illegible]	273	27			270						6			221	116	12	1	356	55	5[illegible]
SAVANNA	9	9												2	2			6	3	
SEATTLE	678	648		9					21					295	232	27	2	444	234	6[illegible]
SPRINGFIELD	102	99							5					45	37	6		75	27	[illegible]
WASHINGTON	250	239		1	2			3	1				4	108	82	12		147	105	1[illegible]

* Items do not add to total column but are included in Sections 3, 5, 6 and 7.

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1642

SECURITY INDEX CARDS STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF MARCH 15, 1954

...ICN AFFILIATION					(4)*				(5) SEX		(6) CITIZENSHIP STATUS				(9) RACE			(8) SPECIAL SECTION					
SF	YUG	UPR	HUN	MIS	DC	CS	KF	TF	MALE	FEMALE	NB	NA	AL	UN	WHITE	NEGRO	OTHER	AEF	ESP	FGE	SOV	UNE	YUG
89	22	6	1	97	10,393	7,787	1,163	49	15,974	8,827	18,901	5,178	567	155	22,252	2295	254	1	[redacted]	39	20	7	22
1					131	89	23	1	175	97	210	49	8	5	246	22	2		[redacted]				
					19	15	4		26	16	37	2	3		40	1	1		[redacted]				
1					9	6			21	7	25	5			27	1			[redacted]		1		
					6	6			9	4	12	1			10	3			[redacted]				
4				6	191	113	42		198	127	243	76	6		287	58			[redacted]		2		
					9	4	3		8	4	12				10	2			[redacted]				
28	1				264	199	24	3	404	222	488	129	5	4	591	35			[redacted]		1		1
38					149	91	25	1	170	76	201	33	7	5	212	34			[redacted]				
					39	25	10		58	24	74	7		1	82				[redacted]				
					34	29	2		36	17	58				45	8			[redacted]				
39	7			20	669	576	120	5	1,034	479	1,072	374	48	19	1,236	270	7		[redacted]		1		7
1				4	90	44	18		129	60	152	85	3	1	147	42			[redacted]				
37	3			1	353	265	40	3	467	218	501	173	10	1	596	88	1		[redacted]				3
					26	19	5		35	15	45	3	2		43	5			[redacted]				
					80	56	17		116	65	158	13	6	4	165	14	2		[redacted]				
80	1			18	683	487	47	4	989	397	938	389	53	6	1,167	214	5		[redacted]	1	1		1
					8	7	1		10	5	12	1	2		15				[redacted]				
					41	9	17		68	19	75	5	6	1	30	1	56		[redacted]				
4					40	27	10		52	18	62	5	3		54	15	1		[redacted]				
2					124	104	15	1	187	77	188	61	8	7	228	36			[redacted]		1		
					16	10	4		35	12	42	3			42	3			[redacted]				
					3	2			5	3	8				8			1	[redacted]				
					14	5	1		17	5	20	2			13	9			[redacted]				
125	2			26	1,371	1,086	93		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[redacted]		[illegible]		[illegible]
					16	10	4		18	8	26				24	2			[redacted]				
					13	11	2		17	7	23	1			17	7			[redacted]				
					55	55	5		79	41	71	44	3	2	117	3			[redacted]				
25					126	114	10	2	218	94	251	57	4		292	16	4		[redacted]				
78					173	159	24	2	347	170	437	71	6	3	500	16	1		[redacted]		1		
					4	2			4		4				1	3			[redacted]				
25				2	408	298	86		554	244	616	169	10	3	726	67	5		[redacted]		1		
2					189	167	32	1	321	182	349	146	7	I	464	58	1		[redacted]				
					29	21	7		47	21	57	8	2	1	53	14	1		[redacted]				
137	8		1	10	2,177	1,651	172	15	3,895	2,263	4,476	1,465	165	54	5,651	456	71		[redacted]	24	2	6	8
					6	5	1		15	2	13	4			13	4			[redacted]				
					20	10	5		30	10	39	1			32	8			[redacted]				
					18	14	4		35	12	45	2			43	4			[redacted]				
39				1	448	397	47	5	725	409	884	237	10	1	1,017	114	1		[redacted]		1		
2					41	16	2		62	27	64	25	1	1	84	5			[redacted]				
18				2	176	149	51	1	314	105	295	112	10	4	361	58			[redacted]		1		
2					78	65	18		149	64	186	23	3	1	210	3			[redacted]		2		
				1	11	10	4		17	9	23	2	1		21	5			[redacted]				
5					97	60	27		115	56	145	24	3	1	131	40			[redacted]				
					39	28	7		49	28	73	4			72	5			[redacted]				
					15	11	4		18	13	26	3	2		30	1			[redacted]				
1					84	40	5		118	74	145	34	9	4	178	12	2		[redacted]				
2				4	1,150	769	88	2	1,314	902	1,219	333	56	8	1,965	212	39		[redacted]	2	2		
54		6			221	118	12	1	336	35	307	5	1		325	[illegible]	[illegible]		[redacted]				
					2	2			6	3	9				5	4			[redacted]				
21					295	232	27	2	444	254	604	57	15	2	624	47	7		[redacted]				
3					45	37	6		75	27	83	18	1		87	15			[redacted]				
1				4	108	82	12		147	108	186	55	8	1	217	31	2		[redacted]	12	1	1	

Enc 3

1643

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 15, 195

TO : MR. [redacted]

FROM : MR. [redacted]

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SECURITY INDEX - GEN.

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of February 28, 1954, is set forth herein.

Pending active matters in the entire field in the security classifications increased slightly from 20,520 to 21,488. Delinquent matters dropped remarkably, however, from 7,494 to 6,007, with resulting over-all statistical decrease from 36.5% to 27.9%. Total of 31 offices reduced security delinquency; thirteen offices reduced pending active matters. New York office made impressive reduction in delinquent security cases, from 2,732 to 1,639, reducing their delinquency figure from 53% to 32%. New York reduced the number of pending active matters in the 100 classification from 4,331 to 4,317, and the number delinquent from 2,431 to 1,521, statistically 56% to 35%.

Letters being sent to 17 offices either instructing them to reduce backlog and delinquency or, in some cases commenting upon their progress in bringing their security cases to current status.

Newark letter of 2-18-54 in explaining excessive delinquency for January, 1954, and months preceding, mentioned only routine personnel transfers, resignations and annual leave as contributing factors. February figures show Newark reduced delinquency by only one per cent, to 41%, the ninth consecutive month the Newark security delinquency has been 40% or above. We have written Newark each month, beginning August 1953, to bring their security delinquency to reasonable proportions (see pages 8 and 9, herein). [redacted]

RECORDED - 43

MAR 30 1954

INDEXED - 43 13

RECOMMENDATION:

That this memorandum be referred to the Administrative Division to consider directing a letter of censure to the SAC at Newark for his failure to reduce security delinquency in that office to a satisfactory figure.

6 APR 1 1954

Attachment
Bufile [redacted]

There are also attached for approval letters to six of the seven offices, excluding Newark, from whom we requested explanations for excessive delinquency in January, 1954, commenting with respect to their subsequent accomplishments in February, 1954. These letters are directed to Boston, Cincinnati, Kansas City, Milwaukee, New York and Philadelphia. These letters are discussed in detail on pages 8, 9 and 10 herein.

detached & sent 3-17-54

DETAILS:

Since December, 1951, we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March, 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The February, 1954, administrative reports from all offices except Phoenix reflect that the total pending active matters in the 65, 100 and 105 classifications increased slightly during the month from 20,520 to 21,488. (The Phoenix administrative report has not been located at the Bureau, although it was mailed 3-2-54. Since the security caseload of the Phoenix Office is comparatively light, the over-all figures noted herein are not affected to any appreciable extent.) The number of delinquent matters decreased remarkably, however, from 7,494 to 6,007, representing a statistical decrease from 36.5% to 29.8%. Thirteen offices reduced their total number of pending active matters and a total of thirty-one offices reduced their delinquency in these classifications.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classifications	12-31-51	11-30-53	12-31-53	1-31-54	2-28-54
65	1,314	1,118	1,155	1,116	1,155
100	32,812	20,882	20,941	21,153	21,743
105	2,895	2,041	2,076	2,265	2,570
Total	37,021	24,041	24,172	24,531	25,468

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classifications	12-31-51	11-30-53	12-31-53	1-31-54	2-28-54
65	525	227	180	185	153
100	22,518	5,899	6,122	6,738	5,408
105	1,719	529	447	571	446
Total	24,762	6,655	6,749	7,494	6,007

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since January 31, 1953.

CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Date	Pending Active Matters	Delinquent Matters	Percentage Delinquent
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	6,580	34.3%
11-30-53	19,833	6,655	33.5%
12-31-53	19,947	6,749	33.2%
1-31-54	20,520	7,494	36.5%
2-28-54	21,488	6,007	27.9%

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 80% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES
SECURITY INDEX COUNT AND FOR
65, 100 and 105 MATTERS

Office	Security Index Cards 2-15-54	Pending Active Matters 1-31-54	Pending Active Matters 2-28-54	Percentage Delinquent 1-31-54	Percentage Delinquent 2-28-54
* New York	6,014	5,144	5,203	53%	32%
* Los Angeles	3,914	2,192	2,404	29%	34%
* San Francisco	2,199	1,523	1,256	46%	17%
Chicago	1,502	1,011	1,080	28%	26%
* Detroit	1,382	648	974	36%	27%
* Philadelphia	1,126	981	1,003	40%	40%
* Newark	793	1,105	1,164	42%	41%
Cleveland	684	465	499	25%	25%
Seattle	683	388	381	24%	24%
* Boston	615	691	711	32%	23%
Minneapolis	516	358	352	15%	19%
* New Haven	505	452	464	30%	29%
Total	19,933	14,958	15,491		

* Letters being sent to offices indicated. See page 8 herein.

UNRECORDED
3-23-54

March 23, 1954

Deputy Attorney General

Director, FBI

EMERGENCY DETENTION PROGRAM
FBI File

Reference is made to my memorandum of January 7, 1954, directed to the Attorney General in which I referred to individuals included in our Security Index who were employed at that time in the Federal Government.

Please be advised that information has been received from the by memorandum of March 9, 1954, that resigned on , 1954, from his employment at the Veterans Administration Hospital, New York. The name of appeared on the list submitted with my memorandum of January 7, 1954, above.

According to the Civil Service Commission, [redacted] had been suspended from his employment with the Veterans Administration on January 7, 1954, pursuant to the provisions of Executive Order 10450, Section 6.

UNRECORDED

SAC, New York (

March 24, 1954

Director, FBI (

LEFRO
SECURITY INDEX — Cont.

The Bureau desires that you advise what progress is being made in connection with securing photographs for all SI subjects with particular reference to Nationalist Party subjects. It is felt that the accelerated investigation of Nationalist matters following the March 1 shooting incident on Capitol Hill together with Grand Jury proceedings being conducted in New York and Chicago may have provided an opportunity to secure additional photographs of this type. San Juan and Chicago should comply with this request.

1644

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 26, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX

During the past week, 78 new cards were added to the Security Index and 29 cards were cancelled, a net increase of 49 cards.

The Security Index count as of today is 24,923.

ACTION:

None. This is for your information.

1644X

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: March 26, 1954

FROM :

SUBJECT: SECURITY INDEX - SUMMARY REPORTS
Bufile

DETAILS:

Attached is memorandum to together with a memorandum submitted by Special Agent of the Los Angeles Office during the course of a recent inspection in San Francisco. The latter discusses the utilization of symbols in synopses of security reports and raises questions regarding the schedule for submitting certain supplemental summary reports.

It may be noted that the Bureau was already studying the supplementary summary report cases prior to the recent Internal Security - Espionage Conference and had included the matter on the conference agenda. Recommendations of this Division with regard to the supplementary summary reports are incorporated in another memorandum and for that reason are not treated herein.

With regard to synopses of security reports, it is stated that there is a question as to whether the data therein should be attributed to temporary symbol numbers. Further, it is noted that at least one office is utilizing the symbols in the synopsis. SAC Letter 52-120 (C) is cited as dealing with [illegible].

The Manual of Rules and Regulations, Section [illegible], on page 4 stated: "A synopsis of facts is a clear and concise summary in chronological order of the important [illegible] in the synopsis must be substantiated by [illegible] details." SAC Letter 52-120 (C), [illegible] instructions that Special Agents shall [illegible] conclusions in reports and noted that such rule [illegible] as well as the details of reports. The following examples were cited:

"Improper: No evidence of Communist Party activity since 1948.

"Proper: Confidential Informants [illegible] advised that they have not known subject to be active in Communist Party since 1948."

It will be seen that by a liberal interpretation of the above, it might be concluded that [illegible] were

1644X

required in the synopses of security reports. This is not the case, of course, since it is just as factual to say "two confidential informants advised..." as to specifically name T-1 and T-2, which symbols, standing alone, add nothing further to the synopsis. Aside from the Manual requirement, above, that the data in synopses be factual and supported conclusively by information set out in the details, there are no further instructions in this particular matter. There appears to be no objection to the use of temporary symbols on an optional basis, so long as the synopsis meets the requirements referred to previously. A limited survey within this Section reflects that a relatively few reports are received in which temporary symbols are contained in the synopses, including reports from the Baltimore and Seattle Offices.

RECOMMENDATION:

To clarify the above matter, there is attached a proposed SAC Letter reiterating the existing requirement that the synopsis of security reports shall be concise and factual, but noting that the use of specific temporary symbol numbers is optional with the submitting office.

UNRECORDED
3-30-54

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 30, 1954

TO :

FROM :

SUBJECT: SECURITY REPORTS
SUGGESTION #135-54

DETAILS:

Attached is a suggestion originating with SA of the Newark Office, that a separate part of the "background" section of security reports be used to set out any description available concerning the automobile or type of transportation used by the subject. A separate subheading for the reports was suggested as "Mode of Transportation."

The comments of the Internal Security Section have been solicited.

The SAC at Newark recommends against the adoption of the suggestion because such information is subject to frequent change.

The suggestion cites as one of its advantages that such information "would be useful in any surveillance of the subject, or in attempting to identify or arrest the subject under the Detcom Program." There is no question but that such information would be of inestimable assistance - the question is, however, whether it should be specifically included in security reports.

It should be noted that in any event recourse must be had to the case file. That being the case, it appears that no purpose is served in including the data regarding subject's automobile or mode of transportation in the reports. These facts are subject to constant change, as pointed out by the SAC at Newark, and should be kept current by memoranda within the case file. They add nothing to the basic subversive activities of the subject and become obsolete within a relatively short period of time

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division to advise that this Section does not favor the adoption of this suggestion.

Office Memorandum • UNITED STATES GOVERNMENT

UNRECORDED

DATE: April 5, 1954

TO :

FROM :

SUBJECT: COMMUNIST PARTY, USA
INTERNAL SECURITY (C)
Bufile

Reference is made to my memorandum to [illegible] dated April 4, 1954, in connection with a review which we made of a proposed speech the Attorney General is to make on April 9, 1954. On page 11, paragraph [illegible], of referenced memorandum the following statement appears:

"The statement that all of the persons considered to be dangerous who were employed in the Government when the present administration took office have now been removed is in error. There are still several persons employed by the Government today who are listed in our Security Index and who were employed by the Government at the time the present administration took office."

In this same connection this matter was called to the attention of the Attorney General in a memorandum dated April 5, 1954, which furnished to him the results of our review of a draft of his proposed speech. The comment in the Attorney General's letter appears in paragraph 4, page 7, and continues through paragraph 2, page 8.

The Department should be aware of the fact that this statement is incorrect. In this connection Deputy Attorney General [illegible] forwarded a letter to the Bureau dated April 1, 1954, which listed the status of government employment of a number of individuals whose names the Bureau furnished to the Department on September 16, 1953. A copy of [illegible] memorandum is attached for your further information.

We are having the field make a current check with respect to the individuals listed in [illegible] letter whose status is not clear in order that we may advise the Department of the current status of government employment of these persons.

In this connection we will also advise [illegible] of the White House in accordance with his request as to the identities of individuals employed in the Government who are listed in our Security Index.

TOP SECRET

THE ATTORNEY GENERAL April 9, 1954

DIRECTOR, FBI

EMERGENCY DETENTION PROGRAM
FEDERAL EMPLOYEE SECURITY PROGRAM
Security Index General

Please refer to my memoranda of September 16, 1953, and January 7, 1954, addressed to you, and subsequent memoranda relating to persons employed by the Federal Government who have been designated for apprehension in the event of an emergency in that they are considered potentially dangerous to the internal security of the United States.

Based on a survey in the field completed April 5, 1954, it has been determined that a total of thirteen individuals currently carried as Federal employees, either active or suspended, are designated for apprehension. Attached is a list setting forth the names of these individuals together with data regarding their employment status as of April 5, 1954.

In connection with cases investigated by this Bureau under the Federal Employee Loyalty Program or the Federal Employee Security Program, my memorandum of February 2, 1954, entitled "Security of Government Employees" furnished you a list of one hundred and seventy-three cases involving individuals reportedly employed by or applicants for positions in the Federal Government. These cases had been furnished to the United States Civil Service Commission in connection with these programs. The list was compiled after a check in January 1954 with the Civil Service Commission developed no information that employment had terminated or the application for employment had been withdrawn or rejected. My memorandum advised that in one hundred and thirty-seven of the cases there are documents showing Communist Party affiliation at some time or an admission of such an affiliation at some time. It was noted that the documents reflecting Communist Party affiliation were not necessarily of a legally admissible nature but were exhibits to this Bureau's reports and available during the adjudication of the cases. Further that a large part of these documents was furnished by highly confidential sources of information and confidential informants of the Bureau who are

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declassified by 9417 on 6/22/76
RG advised of declass by DS 7/8/76

20 1954

no [illegible] to verify the information furnished by them. It was also pointed out that in some of the cases the only document available is an application for membership in the Communist Party in Chicago, a Communist Party registration card. In addition an memorandum observes that in some of the cases in which the persons admitted prior membership in the Communist Party or in which there is a supporting document, the affiliation with the Communist Party was for a short period of time many years ago and investigation failed to develop other information indicating Communist Party affiliation.

The memorandum of February 2, 1948, stated that the remaining alternative cases listed information of a similar nature which was not necessarily of a documentary nature and these cases were called to the attention of the Secretary at the time this Bureau was informed the individuals had been declared eligible for Government employment.

As noted in the memorandum of February 2, 1948, it is possible that some of the individuals listed in the attachment may have made statements or explanations concerning information developed during the adjudication of their cases.

Also in connection with the Federal Employee Security Program you were furnished by memorandum dated October 10, 1947, entitled "Security of Government Employees," a list of four hundred and twelve additional cases regarding individuals reported employed or applicants for positions in the Federal Government. It was noted that while no documents reflecting the mere Party membership or an affiliation of such individuals developed during investigation in the cases noted, other type information indicating affiliation with the Communist Party was, or, in some instances, could be obtained from the bureau's files. [illegible] Information concerning whether these persons had been reported as employed or applicants for such employment was requested of the Civil Service Commission in January 1948. Since no information indicating whether these individuals had been reported as applicants for such employment has been received from the Civil Service Commission in January 1948 [illegible] or applicants for such employment had been rejected or withdrawn.

The memorandum of February 2, 1948, pointed out that the information indicating the closest possible contact of these individuals in these cases may not necessarily be of a [illegible] nature, but was included in the information [illegible] for consideration in connection with the adjudication of the cases.

Therefore it was also observed that in a large number of the cases the information was furnished by highly confidential sources of information and confidential informants of the Bureau who are not available to testify to the information furnished by them, and in some cases such information was the only disloyal information developed in the investigation. It was also observed that in some cases reported affiliation occurred a number of years ago.

The memorandum of February 18, 1954, also advised that it is possible some of the individuals named in its attachment may have made admissions or submitted explanations concerning the information developed in connection with the adjudication of their cases.

My memoranda of February 8 and 18, 1954, advised that these lists were being furnished to you for your information in connection with the Federal Employee Security Program. As you of course will realize, these lists cannot be considered as being in the same category as the list maintained by this Bureau of individuals designated for apprehension in the event of an emergency.

An inquiry has been received from Mr. Charles F. Willis, Jr., of the office of the Honorable Sherman Adams, the Assistant to the President, to the effect that Mr. Adams desires to be advised of the identity of any known Communist who may be employed in the Federal government, particularly any such individual who might be apprehended in case of an emergency.

In response to Mr. Willis' inquiry, Mr. Adams is being advised of the identity of the thirteen individuals named on the attachment who are designated for apprehension in the event of an emergency. He is also being furnished with information set forth on the attachment regarding the employment status of these individuals as of April 6, 1954.

Mr. Adams' attention is also being called to my memoranda to you of February 8 and 18, 1954, described above. These memoranda are not being furnished Mr. Adams, but in view of the inquiry from his office he is being advised of the fact such memoranda were furnished to you for your information in connection with the Federal Employee Security Program. The descriptive data concerning the nature of the lists attached to my memoranda of February 8 and 18, 1954, is also being furnished Mr. Adams.

I thought you would be interested in knowing of the inquiry received from Mr. Adams' office and the action taken in connection therewith.

Attachment

cc: (2) Mr. William P. Rogers (w/attachment)
Deputy Attorney General

(2) Assistant Attorney General (w/attachment)
Warren Olney III

[redacted]

UNRECORDED

Deputy Attorney General

April 12, 1954

Director, FBI

EMERGENCY DETENTION PROGRAM
FBI File

Reference is made to previous memoranda concerning individuals listed in our Security Index employed by the Federal Government.

For your information, we have recently conducted a survey in the field of subjects in the above category. It was determined that 15 individuals presently carried as Federal employees, either active or suspended, are designated for apprehension. Those persons, who have been mentioned in previous memoranda, are listed hereinafter, and are being treated in detail in a separate communication addressed to the Attorney General.

The following data relating to persons mentioned in previous memoranda to the Department, developed during the course of our survey, are being set out hereinafter for the completion of your records.

, mentioned in my memorandum of September 16, 1953, addressed to the Attorney General, as of April 5, 1954, was suspended from her employment with the Naval Training Center, Great Lakes, Illinois. It may be noted that records of that facility carry her name as " ."

, also mentioned in my memorandum of September 16, 1953, above, as of April 5, 1954, was suspended from her employment with the Quartermaster Marketing Center, New York City. A final hearing will be held in this matter upon recovery from a recent automobile accident.

UNRECORDED
4-12-54

[redacted]

Your memorandum of April 1, 1954, captioned "Status of Government employment of Certain Individuals Investigated under EO 10450" revealed that certain of the persons listed therein had been removed from Federal employment. In addition to the terminations noted by you, our recent survey indicated that the following individuals have also been removed from their positions with the United States Government.

Any further information concerning individuals in the above category will be forwarded to you promptly upon receipt.

1645

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 31, 1954

TO : Director, FBI

FROM : SAC, Springfield

SUBJECT: SECURITY INDEX

ReBulet 3/23/54 enclosing alphabetical list of Security Index subjects maintained by this office.

This list has been checked against the Security Index cards of the Springfield Office and found to be correct, therefore, it is being returned herewith.

1646

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (

DATE: April 1, 1954

FROM : SAC, Detroit (

SUBJECT: SECURITY INDEX

REGISTERED MAIL

Re Bureau letter to Detroit, March 23, 1954, captioned as above.

The list submitted by the Bureau has been reviewed and variations between our SI and the list were found in only four instances, namely:

Appropriate notations have been placed adjacent to the Subject's name on the enclosed list in each instance.

1647

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: April 2,1954

TO

FROM

SUBJECT: SECURITY INDEX

During the past week, 45 new cards were added to the Security Index and 24 cards were cancelled, a net increase of 21 cards.

The Security Index count as of today is 24,944.

ACTION:

None. This is for your information.

The over-all statistics for the eleven offices other than the New York Office since July 31, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent (65-100-105)
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%
12-31-53	9,552	3,261	34.1%
1-31-54	9,814	3,318	33.8%
2-28-54	10,288	3,021	29.4%

New York Office

During 1953, the New York Office made a steady reduction in delinquent matters in the security classifications as well as a steady reduction in the case backlog. During November, 1953, the security delinquency dropped below 50% for the first time in 1953 to 47%. This was reduced even further in December to 43%, as compared with the January, 1953, delinquency of 76% in the security classifications. During January, 1954, however, New York delinquency in the security classifications took an upward trend, from 43% to 53%.

The administrative report for February, 1954, reflects that New York has resumed its downward trend in security delinquency sharply reducing the figure from 53% to 32% during the past month. While pending active security cases increased slightly from 5,144 to 5,203, delinquent items were reduced by the impressive figure of 1,093, from 2,732 as of 1-31-54, to only 1,639 as of 2-28-54.

The New York Office has approximately 24% of the pending active matters in the 65, 100 and 105 classifications in the entire field. That office has approximately 27.3% of the number of delinquent matters in these classifications in the entire field. The average delinquency in all other offices at the end of the month was approximately 26.8%. New York's delinquency decreased from 53% to 32%, as noted previously.

The bulk of New York's backlog and delinquency is in the 100 classification. During February the number of pending active matters in the 100 classification in the New York Office was reduced from 4,331 to 4,317. The number of such matters which were delinquent decreased from 2,431 to 1,521. The delinquency in classification 100 decreased from 56% to 35%.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on February 28, 1954, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during February, 1954. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters 1-31-54	Pending Active Matters 2-28-54	Percentage Delinquent 1-31-54	Percentage Delinquent 2-28-54
* Buffalo	252	301	34%	41%
* Cincinnati	299	287	35%	33%
* Springfield	135	141	20%	31%
* Little Rock	22	30	39%	30%
* Washington Field	1,076	1,162	26%	29%
* New Orleans	113	124	16%	29%
* Portland	93	111	23%	27%
* Savannah	31	33	12%	27%
Memphis	45	45	25%	25%
Miami	168	182	19%	25%
Salt Lake City	49	54	25%	25%
San Juan	181	189	29%	25%
Phoenix	80	-	25%	-
Denver	161	184	24%	24%
San Antonio	45	46	27%	23%
* Milwaukee	222	243	33%	22%
Charlotte	65	60	16%	20%
Atlanta	73	74	22%	20%
Houston	45	59	18%	19%
Indianapolis	165	187	22%	18%
Pittsburgh	311	363	26%	18%

cont'd

Office	Pending Active Matters 1-31-54	Pending Active Matters 2-28-54	Percentage Delinquent 1-31-54	Percentage Delinquent 2-28-54
Albany	244	295	25%	16%
Anchorage	40	41	13%	16%
Baltimore	418	428	32%	16%
Louisville	46	60	24%	16%
Mobile	34	31	21%	16%
Omaha	59	74	25%	16%
Richmond	60	65	25%	16%
Dallas	93	86	10%	15%
Birmingham	39	35	21%	14%
St. Louis	262	342	28%	14%
San Diego	164	180	19%	13%
Albuquerque	108	97	40%	12%
Butte	49	65	16%	11%
Oklahoma City	69	93	12%	11%
Honolulu	44	45	0%	9%
* Kansas City	86	77	42%	9%
El Paso	36	34	0%	6%
Norfolk	38	39	29%	5%
Knoxville	42	35	25%	3%
Total	5,562	5,997		

(Note: Phoenix administrative report not received - January figures utilized above)

* Letters sent to offices indicated regarding delinquent status. See page eight herein.

During February, ten of the above offices were able to reduce their pending active work load and twenty-four offices reduced their delinquency.

The following figures illustrate the progress of the forty offices as a whole since June 30, 1952, as reflected in the administrative reports:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.8%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%
11-30-53	5,180	1,355	26.1%
12-31-53	5,280	1,301	24.6%
1-31-54	5,562	1,444	25.9%
2-28-54	5,997	1,347	22.5%

Letters to the Field

As noted previously, we are sending letters to 17 offices either instructing them to take appropriate measures to bring the investigations in the security classifications to, or maintain them in a current status. In some instances we are commenting upon the continuation of a favorable downward trend in some offices. Letters are being directed to the offices indicated by asterisks on pages four and six herein. It will be noted that the security delinquency of those offices for the month of February, 1954, appears in the extreme right hand column of the two lists on pages four and six.

My memorandum of 2-12-54 noted that we were asking explanations of seven offices, Boston, Cincinnati, Kansas City, Milwaukee, Newark, New York and Philadelphia, regarding their continued upward trend in security delinquency or, in some cases, failure to reduce prevailing high figures. It will be noted that of the above seven offices, Boston, Kansas City, Milwaukee and New York effected sharp and substantial reductions in their security delinquency, as reflected in their February figures. Acknowledgment and analyses of six of the responses to our requests for explanations are included in the total of 17 letters being sent to the field this month, noted previously. Letters to these six offices are attached, exclusive of Newark.

Philadelphia letter of 2-19-54 presented a detailed analysis of the entire security program in that office, indicating

satisfactory utilization of their Agents and stating that concerted efforts were being made to bring their security delinquency into line. During the latter part of 1953, Philadelphia was able to make substantial reduction from their extreme security delinquency precipitated by their Smith Act investigations in the Summer of 1953. Philadelphia figures for February, 1954, reflect that they maintained their security delinquency of 40%. We are following the Philadelphia Office closely to insure that delinquency reductions are forthcoming.

Cincinnati reduced its security delinquency in February from 35% to 33%. While such reduction is slight, the figures reflected that they reduced pending active security cases from 299 to 287 and delinquent items from 104 to 94, a most desirable trend. We are following Cincinnati closely to further reduce their security figures.

Newark Office

During 1953, the Newark Office carried the following security delinquency:

January	48%	July	56%
February	45%	August	58%
March	38%	September	56%
April	27%	October	44%
May	35%	November	42%
June	47%	December	40%

In January, 1954, the delinquency rose to 42% and as of February 28, 1954, stood at 41%.

We directed a total of 10 letters to Newark in 1953, and in the first two months in 1954, each month consecutively since August, 1953, regarding their excessive delinquency in the security classifications 65, 100 and 105. In each such letter we have urged the SAC to take necessary steps to bring the status of his security cases into line with the other investigations conducted by his office. In the latter connection, the delinquency in the non-security classifications for the past 8 months has been, beginning in July, 1953: 18%, 25%, 24%, 24%, 19%, 21%, 19% and 18%.

By letter of 2-18-54, attached, in response to Bulet of 2-15-54, the Newark Office attributed their excessive security delinquency principally to personnel transfers, resignations and annual leave. They made no reference to any unusual demands upon their manpower, although they should have commented upon the affect

of the Senate Permanent Subcommittee on Investigations at Fort Monmouth, New Jersey. The figures submitted in their administrative report at the end of February, 1954, reflected that Newark carried 483 delinquency cases of a total of 1,164 pending active matters in the security classifications, approximately 41%. Their nonsecurity delinquency was 18%, based on 352 delinquent cases of a total of 2,006 pending active cases.

For failure to bring security delinquency below the undesirable area of 40%, as noted previously, it is being recommended herein that the SAC at Newark be censured.

UNRECORDED

April 7, 1954

PROPOSED CHANGES IN
CHAPTER 47-C
[illegible] EDITIONS

Page 31: (insert after 2nd paragraph)

D. Special Section

Security Index cards relating to special Section [illegible] will [illegible] contained in the Special Section [illegible] available section. [illegible] that a special Section subject is [illegible] company, [illegible] shall be [illegible] as set forth above. [illegible] Special Section [illegible] Section.

1650

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: April 9,195

FROM :

SUBJECT: SECURITY INDEX
Bufile

The following is a report on the increase in the Security Index since the last count was furnished to you on March 12, 1954.

Week of	New Cards Added	Cards Cancelled	Net Increase
March 13-19	100	20	80
March 20-26	78	29	49
March 27-April 2	45	24	21
April 3-9	40	13	27
Total	263	86	177

For your information, during the preceding four-week period 331 cards were added and 52 cards cancelled, a net increase of 279 cards.

The Security Index count as of today is 24,071.

ACTION:

This is for your information.

1651

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: April 8,1954

TO :

FROM :

SUBJECT: ADMINISTRATIVE HANDLING OF RECOMMENDATIONS FOR THE PREPARATION AND CANCELLATION OF SECURITY INDEX CARDS
Bufile

SYNOPSIS:

My memorandum of December 30, 1953, discussed steps involved in adding new names to Security Index, noting that such cases are given close supervision, are in all instances double checked to insure consistent level of judgment, and questionable cases are referred to the Section Chief, to you or, in exceptional instances to the Executives' Conference, as circumstances dictate. With such procedure and including mechanical processes of actual preparation of the cards, it was determined that period of at least 12 days was required from the time the communications recommending subjects for inclusion in or deletion from the Security Index came to the Section until they ultimately clear it, with all action completed, for filing. Recommended and approved that matter be reanalyzed to determine if 12-day deadline for handling these communications may be shortened in view of then-pending request for additional personnel in this Section. Additional Supervisors have been assigned and survey conducted within recent past reflects approximately 9 days required to clear such mail through Section.

RECOMMENDATION:

That deadline be reduced to 9 days for period of approximately 90 days, subject to continued analysis in this Section to determine if that period may be further reduced.

DETAILS:

In my memorandum of December 30, 1953, I pointed out the problem involved in handling certain mail pertaining to the recommendation for inclusion of names in and deletion from our Security Index. That memorandum noted that in order to give the matter of adding names to or deleting names from the Security Index, the close study and attention it must receive, we have established procedure whereby these recommendations and cancellations are reviewed by at least two Supervisors, one of whom reviews all such mail in order that a consistent level of judgment may be achieved. It was further noted that in questionable cases the current communication and the file go to the Section Chief, in some instances to you and in exceptional cases, to the Executives' Conference.

The above memorandum set out a resume of the mechanical steps entailed in the process of reviewing, approving and routing of the mail, preparation of the Security Index card itself and the ultimate return of the mail to the Section for checking and initialing.

It was stated that since such process consumed between two and three weeks, the bulk of such mail would obviously require more than the specified limit of five days from the time it first reached the ~~Section~~ Division until it was eventually cleared and routed to file.

It was recommended and approved that a period of 12 work days be allocated for the complete processing period for such mail which consists principally of Bureau forms FD-122, the recommendations for inclusion in the Security Index. It was pointed out that while 12 days was considered a reasonable deadline, such period would entail a real effort on the part of all personnel to get the mail properly processed and acknowledged in this period and that there would be some situations

in which the deadline could not be met. It was further recommended and approved that this matter be reanalyzed to determine the reasonable and workable time required in the above type of mail, it being noted that additional Supervisors had been requested in this Section.

We have been following this matter closely and have examined the procedures concerned in line with the foregoing recommendation. It has been concluded that the time required is directly attributable to the separate, but necessary, steps involved in the processing of this mail and it does not appear that any of the steps can or should be eliminated. The mechanical operations in preparing the cards are, of course, fixed and cannot be reduced. The operations within the Section, as noted previously, are based upon our desire to give these recommendations and cancellations close and consistent appraisal.

We have received additional Supervisors in the Internal Security Section, and substantial reduction has been made possible in the time consumed between receipt of the forms and letters and their approval for inclusion in or deletion from the Security Index. That is to say, the Supervisors to whom the cases are assigned have been able to handle and review the cases more expeditiously prior to routing the form or letter requesting the action with the file and accompanying report, to the Supervisor who reviews <u>all</u> such cases, in accordance with the procedure outlined previously. There remain, of course, those difficulties discussed in my memorandum of December 30, 1953, viz., (1) Cases in which the form or letter and the incoming report become detached, necessitating a delay until the two are matched and (2) the instances in which the file cannot be located expeditiously, it being necessary in these cases, as stated previously, to conduct a thorough review of these cases prior to placing the subjects in or removing them from the Security Index.

A survey conducted during the period April 1-7, 1954, reflected that the average time required for handling such mail is approximately 9 days.

It is recommended that a period of 9 days be set for the complete handling of these forms for a period of 90 days. In the interim we will continue to analyze this situation closely to determine if the 9-day period may be reduced.

UNRECORDED

Deputy Attorney General

April 23, 1954

Director, FBI

EMERGENCY DETENTION PROGRAM
FBI File

Reference is made to my memorandum to you of April 12, 1954, and my memorandum addressed to the Attorney General of April 9, 1954, relating to Security Index subjects employed by the Federal Government.

Please be advised that , a Security Index subject, has been reported employed by the United States Army as an auto motor mechanic,

was investigated under Executive Order 9835 in connection with his previous employment by the United States Air Force and copies of reports were forwarded to the Department and Civil Service Commission in accordance with existing procedure. as an Air Force employee, was included on the list of Security Index subjects in Federal employment noted in my memorandum of September 16, 1953, in this matter, addressed to the Attorney General. Investigative reports bearing the character " " are in the possession of the Department.

You are further advised that , a Security Index subject,

has been investigated previously in 1948 under the provisions of Executive Order 9835 in connection with his employment with the United States Public Health Service, Federal Security Agency, Washington, D. C., and the results were forwarded to the Department and the Civil Service Commission in accordance with established procedure. A supplemental investigation under the provisions of Executive Order 10450 is now in progress to bring this case up to date and the results will be furnished to the Department and the Civil Service Commission promptly upon receipt. A copy of a summary report on dated March 27, 1953, bearing the

UNRECORDED
4-23-54

character "[redacted]" has been made available previously to the Records Administration Branch of the Department.

[redacted], identified in my memorandum of April 9, 1954, as an employee of the United States Naval [redacted], has been dismissed from such employment according to information received April 13, 1954, from the Office of Naval Intelligence, Indianapolis.

Any further information received in this matter will be forwarded to you promptly upon receipt.

2 cc - Assistant Attorney General

[redacted]

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 4/22/54

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "Special Lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section records as of April 15, 1954.

Attachments

1652

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Comsab
DC	Detcom
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary
UN	Unknown
AEP	Atomic Energy Program Employees
BUL	Bulgarian
COM	Communist Party, USA
ESP	Espionage subjects
FGE	Foreign Government Employees
GOV	United States Government Employees
HUN	Hungarian
ISL	Independent Socialist League
MIS	Miscellaneous
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
UNE	United Nations Employees
UPR	Union of the People for the Establishment of the Republic of Puerto Rico
YUG	Yugoslavian

Encl

1652

SECURITY INDEX CARDS STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION'S RUNS AS OF APRIL 15, [illegible]

(1) FIELD OFFICE	(2) TOTAL	CP	(3) NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION PUL	ISL	LFR	FBA	PRL	RUS	SMP	YNG	UPP	HTN	MIS	(4) DC	CS	KF	TF	(5) MALE	FEMALE
	25,032	23,421	1	205	393	37	1	39	802	22	6	2	103	10,463	6,868	1,187	49	16,082	8,940
[illegible]	[illegible]	[illegible]		1					1					131	60	22	1	174	08
ALBANY	[illegible]	[illegible]												20	15	3		27	15
[illegible]	43	43							1					0	6			21	7
[illegible]	26	27												6	6			0	6
[illegible]	13	12			1														
ATLANTA	322	308		4					4				6	190	113	42		197	126
BALTIMORE														5	4	3		8	4
[illegible]	12	12																	
BIRMINGHAM	620	600				2			26	1				260	215	24	3	408	221
BOSTON	262	200		3				2	41					151	94	25	1	172	79
BUFFALO	82	82												30	25	10		65	24
BUTTE	63	63												34	20	3		26	17
CHARLOTTE																			
CHICAGO	1526	1359		35	10	17		1	62	7			22	677	565	120	5	1047	475
CINCINNATI	185	184							2				6	62	45	17		132	47
CLEVELAND	[illegible]	413		12			1		35	3			1	343	261	40	3	456	217
COLUMBIA	49	43												26	20	5		34	14
DALLAS	193	193												70	55	17		115	68
DENVER																			
DETROIT	1[illegible]	1[illegible]		22		3			82	1			16	681	488	47	4	959	402
EL PASO	12	12												7	6	1		6	6
[illegible]	64	[illegible]												40	3	17		61	15
[illegible]	71	67							4					41	22	10		53	18
HOUSTON	265	256				7			2					121	111	15	1	188	76
INDIANAPOLIS																			
JACKSONVILLE	49	43		1										15	8	4		32	17
KANSAS CITY	8	8												3	2			5	3
KNOXVILLE	22	22												14	5	1		17	5
LITTLE ROCK	[illegible]	3510		34		3			122	2			27	1385	1102	37		2202	1737
LOS ANGELES	27	27												17	11	3		16	8
LOUISVILLE																			
MEMPHIS	24	23												13	11	2		17	7
MIAMI	122	119				4								57	37	5		51	42
MILWAUKEE	217	201							26					127	115	10	2	222	66
MINNEAPOLIS	51	43		2					76					176	162	24	2	[illegible]	170
MOBILE	3	3												3	1				
NEWARK	[illegible]	[illegible]		3	[illegible]				26			1	[illegible]	[illegible]	[illegible]	37		[illegible]	[illegible]
NEW HAVEN	[illegible]	[illegible]			[illegible]				2					[illegible]	162	[illegible]	1	[illegible]	137
NEW ORLEANS	[illegible]	[illegible]												25	20	6		[illegible]	[illegible]
NEW YORK	6278	5971	1	35	92			20	139	8		1	10	2220	2689	172	15	3960	2318
NORFOLK	15	15												8	4	1		13	7
[illegible]	[illegible]	39												20	11	6		25	21
OKLAHOMA CITY														13	14			[illegible]	[illegible]
OMAHA																			
PHILADELPHIA	116	[illegible]		11	1			2	9[illegible]				1	441	477	54	15	[illegible]	[illegible]
PHOENIX	41													41	14	3		25	
PITTSBURGH	419	[illegible]		7					17				2	173	144	32	1	311	105
PORTLAND	215	[illegible]		2					2					70	66	14		151	[illegible]
RICHMOND	[illegible]	[illegible]							2				1	11	10	4		17	[illegible]
ST. LOUIS	172	[illegible]												[illegible]	41	[illegible]		116	[illegible]
SAN FRANCISCO	[illegible]	2												35	27	7		68	18
SAN ANTONIO	41	[illegible]							1					15	11	4		[illegible]	11
SEATTLE	[illegible]	[illegible]							[illegible]					6	41			119	79
SPOKANE	1[illegible]	[illegible]							[illegible]				6	11[illegible]	79[illegible]	[illegible]		[illegible]	[illegible]
TOLEDO	[illegible]	[illegible]		10										221	115	13	1	341	[illegible]
WASHINGTON	[illegible]	2			272									2	2			2	2
[illegible]	[illegible]													[illegible]	[illegible]	26	2	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]		1					[illegible]					[illegible]				[illegible]	[illegible]
[illegible]	[illegible]	[illegible]												65	57	6		79	35
[illegible]	[illegible]	[illegible]			1			3	1				5	117	69	12		147	[illegible]

* Items [illegible] are included in Sections 3, 5, 6 and 7.

ENC 2

1652

SECURITY INDEX CARDS STATISTICS - [illegible] OFFICE
BASED ON [illegible] FILES AS OF APRIL 15, 1954

					(5) SEX		(6) CITIZENSHIP STATUS				(7) RACE			(8)* SPECIAL SECTION					
NTS 103	DC 10,463	CS 6,806	KF 1,117	TF 40	MALE 14,062	FEMALE 6,946	NR 19,071	NA 3,240	AL 372	NN 128	WHITE 22,403	NEGRO 2,564	OTHER 236	AEF 1	ESP	FGE 38	GOV 14	UNE 6	YUG 22
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]						
	[illegible]	14	[illegible]		27	14	[illegible]	2	3		41	1	1						
	9	6			21	7	23	4			27	1					1		
	[illegible]	4			9	4	12	1			10	3							
	109	113	42		197	125	241	75	6		246	36					1		
	3	4	3		3	4	12				13	2							
	269	215	26	3	409	221	488	130	6	5	594	35						1	
	151	94	25	1	173	79	207	33	7	5	216	36							
	30	35	10		68	24	74	7		1	82								
	34	20	3		36	17	53				45	8							
22	677	565	120	5	1047	478	1043	377	46	20	1245	273	7				2		7
5	63	46	17		132	63	157	34	3	1	151	44							
1	343	261	40	3	466	217	492	173	10	1	592	83	1						3
	36	20	5		34	14	43	3	2		43	5							
	70	66	17		115	65	157	13	5	5	165	14	2						
16	631	489	47	6	980	400	941	388	54	6	1171	213	5			1	1		1
	7	6	1		18	5	10	1	2		13								
	40	3	17		66	18	72	4	6	1	29	1	54						
	41	23	10		63	19	63	6	3		55	15	1						
	121	121	15	1	188	70	188	66	8	7	229	30					1		
	15	9	4		32	12	41	3			41	3							
	3	2			5	3	3				8			1					
	14	5	1		17	5	20	2			13	9							
27	1386	1102	37		2268	1737	2088	930	42	15	3745	229	37				2		2
	17	11	3		19	8	27				25	2							
	13	11	2		17	7	23	1			17	7							
	57	37	5		91	42	73	45	3	2	120	3							
	127	115	17	2	222	55	255	53	4		296	27	4						
	[illegible]	[illegible]	[illegible]	[illegible]	360	170	439	71	2	3	503	15	1				1		
	3	1			3		3					3							
	416	250	27		557	245	624	170	10	2	732	69	5				1		
	100	163	11	1	322	197	561	123	2	2	469	39	1						
	28	20	6		44	21	54	5	1	1	51	13	1						
10	2220	1689	172	15	3960	2318	4573	1489	164	51	5734	466	73		24	1	5	8	
	5	4	1		13	2	11				12	3							
	20	11	6		23	11	38	1			31	8							
	13	14	2		36	12	43	2			44	4							
1	451	410	44	5	731	414	893	240	11	1	1030	114	1						
	41	15	2		63	28	66	23	1	1	86	5							
2	173	144	32	1	311	105	292	111	13	3	358	58							
	70	66	13		151	44	195	23	3	1	212	3					1		
1	11	10	4		17	6	23	2	1		21	5							
	94	81	21		134	56	164	24	3	1	132	40							
	39	27	7		48	28	72	4			72	4							
	15	11	4		18	13	26	3	2		30	1							
	86	41	[illegible]		110	75	147	34	6	4	180	12	2						
4	1165	794	55	2	1353	417	1841	335	46	5	1945	215	40		2	2			
	221	116	12	1	341	34	370	6	1		326	43	9						
	2	2			6	3	9				5	4							
	264	233	24	2	443	236	601	67	15	4	623	47	7						
	45	37	6		75	28	84	18	1		86	15							
4	107	83	12		147	100	183	55	3	1	215	31	1		11			1	

ENC 3

1653

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 26, 1954

TO : Director, FBI

FROM : SAC Cleveland

SUBJECT: SECURITY - ESPIONAGE CONFERENCE
March 18-19, 1954

In accordance with suggestions made at the above conference regarding proposed changes in form FD-154 (Verification of Information on Security Index Card), the following suggestion is being submitted for consideration:

Space on form requiring that the make, model, color and current license number of subject's automobile be obtained.

In considering the above change on Form FD-154, it is suggested that the Bureau may desire to consider certain additions which can be placed on the back of the Security Index card. It is believed the following might be considered:

1. Number of people in subject's immediate family; e.g. minor children, aged parents.

2. Exact location of subject's apartment, including floor and apartment number.

3. If subject's residence located in unusual or out of the way location, the exact route to reach residence.

4. The number and location of police station where subject is to be taken after arrest.

1654

Office Memorandum • UNITED STATES GOVERNMENT

DATE: April 22, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

SYNOPSIS:

Under present instructions reports are submitted each six months on Security Index subjects employed in Key Facilities and on Key Figure subjects and at three-month intervals in Top Functionary cases. In addition, after initial report is submitted in those cases, a supplemental summary report is submitted annually if sufficient information is available; otherwise, an investigative report is submitt each year. In cases where yearly report is a summary, it must summarize data in the preceding three-months or six-months reports, a duplication of work.

In all other Security Index cases we require an annual supplemental summary report. If in the interim investigative reports have been submitted by either the office of origin or an auxiliary office, their contents must be re-stated and included in the supplemental summaries. This, too, is a duplication of work under those circumstances.

Under present requirements all reports, investigative and summary reports alike, are prepared under the same instructions--i.e., the data therein must be fully documented and utilizing the same headings. Result: investigative reports are (1) suitable for dissemination and (2) subject to effective use in the event the Detention Program is placed in operation.

It may be noted that once the initial summary report is submitted in these cases, the defects in the old reports are remedied--i.e., from that point forward all the pertinent data is in form suitable for dissemination and fully documented. Thus, in the event the Detention Program were placed in operation, the initial summary and the subsequent investigative reports could be utilized.

While supplemental summary reports would be of assistance to the U.S. Attorney in the event the Detention Program were placed in operation in that there would be fewer reports to review in the individual cases, it is believed that our duplication of work in these

Attachment

cases is not warranted at this time in view of our over-all commitments in the security field. Recent Security Espionage Conference concurred in foregoing, particularly with respect to Key Facility, Key Figure, and Top Functionary cases in which the interim investigative reports are specifically required under our present instructions.

PROPOSED:

That supplemental summary reports in all Security Index cases be discontinued since (1) investigative reports are equally suitable for dissemination and possible use in connection with the Detention Program and (2) all duplication of reporting can thus be eliminated. We would continue to require the periodic investigative reports in Key Facility, Key Figure, and Top Functionary cases. Further, we would require an annual investigative report in all other Security Index cases (instead of the presently required supplemental summary reports) in order that these cases can be reviewed and brought up-to-date. This is believed to be indispensable to insure that these cases are sound and warrant retention in the Security Index.

RECOMMENDATION:

If you approve, there is attached a proposed SAC Letter which (1) discontinues supplemental summary reports in all Security Index cases (2) requires semiannual investigative reports in Key Facility and Key Figure cases and quarterly investigative reports in Top Functionary cases and (3) requires an annual investigative report in all other Security Index cases. Appropriate Manual changes are also attached.

ADDENDUM (4/27/54) -
The Executives Conference, on 4/27/54, consisting of Messrs.

unanimously recommended the adoption of this suggestion and that the proposed SAC letter be sent to the field.

DETAILS:

Key Facility, Key Figure, and Top Functionary Cases

Under existing instructions as contained in the Manual of Instructions, Section 87-C, investigative reports are required semiannually on Key Figure subjects and those Security Index subjects employed in Key Facilities. Further, after the submission of initial summary reports, supplemental summary reports are required in those cases annually, the latter thus incorporating data developed in the preceding six months as well as summarizing the material in the most recent investigative report submitted six months previously.

In Top Functionary cases we require reports quarterly, with a supplemental summary report annually. The latter report sets out data developed in the three months immediately preceding its submission, together with summarization of the three previous quarterly investigative reports.

As indicated above, our present instructions in these three types of cases involve duplication of reporting in that each supplemental summary includes data previously reported in investigative reports, including any such reports submitted by auxiliary offices.

All Other Security Index Cases

In all other Security Index cases we require an annual supplemental summary report. It is felt that a review of these cases at least once a year is indispensable to insure that they are sound and warrant retention in the Security Index.

It may be noted that if in the interim an investigative report is submitted by either the office of origin or an auxiliary office, the contents would have to be re-stated in the required annual supplemental summary. In those instances a duplication of reporting is also presented.

Duplication of Work

Thus, (1) in the Key Facility, Key Figure, and Top Functionary cases duplication of reporting is inevitable under our present instructions and (2) in other Security Index cases duplication of reporting is entailed if in the interim any investigative reports are submitted by the office of origin or an auxiliary office.

Summary Report Program

One of the factors considered in requiring the annual supplemental summary reports was that in the event the Detention Program should be placed in operation, the initial and subsequent summary reports would be utilized in connection with the administrative handling of the Security Index cases. A minimum of reports would be entailed by requiring the annual preparation of the supplemental summaries. This procedure would, of course, be of assistance to the U.S. Attorney in analyzing these cases.

The question thus presented is whether the attempt to keep our Security Index reports to a minimum can justify the additional work and duplication of reporting entailed in our present procedure. Our conclusion is that it is not justified.

PROPOSED:

Elimination of Supplemental Summary Reports

This problem has been given analysis in this Section and was discussed with the field during the recent Security Espionage Conference. The consensus was that the duplication of reporting should be eliminated in the Security Index cases, particularly in the Key Facility, Key Figure, and Top Functionary cases, in which the interim investigative reports are specifically required under our present instructions.

It is proposed that the supplemental summary reports be eliminated in all the above types of Security Index cases for reasons indicated previously and re-stated specifically hereinafter:

(1) Duplication of work would be definitely obviated in the Key Facility, Key Figure, and Top Functionary cases.

(2) Duplication of work would be avoided in the other Security Index cases in which interim investigative reports were submitted by either the office of origin or an auxiliary office.

(3) Our investigative reports are prepared under the same instructions as the summary reports in the matter of documentation and headings, rendering them suitable for dissemination and for use in possible Detention Program proceedings.

(4) With the initial summary report prepared, incorporating data in the old reports in the files, recourse need never be had to any reports prior to the initial summary. Thus, the initial summary report and any subsequent investigative reports in the cases contain all the pertinent material in the files in identical form and fully documented.

We would thus require the submission of semiannual investigative reports in Key Facility and Key Figure cases and quarterly investigative reports in Top Functionary cases. Further, we would require an investigative report annually in all other Security Index cases. This latter requirement, as stated previously, is considered indispensable in insuring on a continuing basis that our cases are sound. The opening of these cases annually allows for them to be analyzed periodically to determine if the inclusion of these subjects in the Security Index is justified.

Attached for approval is a proposed SAC Letter (1) eliminating the requirement of supplemental summary reports in all Security Index cases and (2) requiring semiannual investigative reports in Key Facility and Key Figure cases, quarterly investigative reports in Top Functionary cases and annual investigative reports in other Security Index cases.

Also attached are appropriate changes in the Manual of Instructions.

1654

April 22, 1954

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS
SECTION 87C

Page 31c - paragraph five should read as follows:

"If the initial summary report on any Security Index subject as required in 87C 7 G (1) (b) I has not been submitted, the old office of origin will be responsible for its preparation and submission. If the initial summary report has been submitted, an investigative report should be prepared by the old office of origin bringing the subject's activities up to date from the last report."

Page 33d - (5) Status of Case (c) paragraph should read as follows:

(c) "Submit an investigative report reflecting, in addition to the above-required content for reports, any subversive information coming to the attention of the office subsequent to the last investigative report. (Delete remainder of existing paragraph beginning "The reports submitted annually...."

Page 39 - (11) Heading "Supplemental Summary Reports" should be made to read "Subsequent Reports".

Page 39 - Paragraph one under such heading, i.e., "Subsequent Reports, should be made to read:

"Cases on all Security Index subjects must be reopened or placed in a pending status one year from the date of the initial summaries in accordance with 87c 7 G (7) below for the purpose of preparing annual investigative reports."

Page 39 - Paragraph two under such heading, i.e., "Subsequent Reports, should be made to read:

"The office indices and any material channelized to the case file since the most recent report should be reviewed and the case brought up to date to determine the subject's current activities." (Delete remainder of existing paragraph beginning "If sufficient material...")

39 - Paragraph three which begins "If the material available .... should be deleted in its entirety.

Encl 1

Page 41 - first full paragraph, top of page, should be made to read as follows:

"After the initial summary report has been submitted, the quarterly reports shall be investigative reports." (Delete remainder of existing paragraph, sentence beginning "The report submitted....")

Page 41 - (B) Key Figures - paragraph three should be amended to read:

"After the initial summary report has been submitted each subsequent report shall be an investigative report." (Delete remainder of same paragraph, sentence beginning "The report submitted....")

Page 41 - (C) Security Index Subjects Employed in New Facilities - paragraph three should be amended to read:

"After the initial summary report has been submitted each subsequent report shall be an investigative report." (Delete remainder of same paragraph, sentence beginning "The report submitted....")

Page 41 - (D) Other Security Index Subjects - Second paragraph should be amended to read:

"Cases of all other Security Index subjects must be followed by administrative ticklers set up for one year from the date of the initial summary report. One year from that date the case shall be reopened and assigned for submission of an investigative report."

Page 41 - (E) Cases of Subjects Being Recommended for Inclusion in the Security Index - Second paragraph should be amended to read:

"Upon receipt of the Security Index card from the Bureau the case will be closed and thereafter followed by administrative tickler for the investigative report as in (D) above."

Page 44 - Paragraph four should be amended to read:

"Subsequent investigative reports need not be coordinated with the previous summary reports insofar as the "T" symbols of the sources are concerned. If a certain temporary symbol was used for a source in a previous summary report, the symbol number will not necessarily be the same for that source in a subsequent report. The temporary symbol numbers for each report on one subject will be listed in numerical order for that report independent of other reports."

ENC 2

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 22,1954

FROM :

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
MANUAL OF INSTRUCTIONS
SECTION 87C

DETAILS:

Attached memorandum of 3-30-54 reflects that we need 10 additional copies of Section 87C of the Manual of Instructions for Supervisors in the Internal Security Section.

A notation indicates that the Administrative Division does not have sufficient pages to comply with our request and suggests that Photostats be procured.

RECOMMENDATIONS:

(1) That this memorandum be referred to the Mechanical Section of the Administrative Division for 10 Photostats of Section 87C of the Manual of Instructions. The Photostats should be forwarded to this Section, for the attention of Supervisor

(2) That thereafter, this memorandum be routed to the Inventory Procurement and Supply Unit of the Administrative Division in order that appropriate records be amended to provide that 40 sets of subsequent changes in Section 87C be forwarded to this Section, for the attention of Supervisor

1656

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: March 30,1954

FROM :

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
MANUAL OF INSTRUCTIONS, SECTION 87C
Bufile

DETAILS:

We have 30 copies of Section 87-C, Manual of Instructions, charged out to this Section for the use of Supervisors, principally those on the desks handling the individual investigations. It will be noted that Section 87-C pertains exclusively to individual security investigations and is considered virtually indispensable to the proper handling of such cases.

As a result of the additional Supervisors assigned to the Internal Security Section, our present requirements are 40 copies of 87-C of the Manual of Instructions.

It is requested that 10 additional copies of Section 87-C be charged and routed to this Section and that appropriate records be amended to provide that 40 sets of any subsequent changes in 87-C be forwarded to this Section, for the attention of Supervisor .

RECOMMENDATION:

That this memorandum be referred to the Administrative Division for handling, in line with the foregoing.

A
4-6-54

Justice Dep't buried by 54,000 security cases

By ROBERT S. ALLEN

WASHINGTON, April 6.—The astonishing total of 54,000 internal security cases is pending in the Criminal Division of the Justice Department.

Number of all cases before this key enforcement agency is 69,000.

Thus, 78 percent of these possible Federal prosecutions involve charges of security violations of various kinds.

J. W. Yeagley, top assistant in the Criminal Division, disclosed these unpublished figures to a group of surprised Senate leaders during an appeal for more funds to cope with this huge backlog of work.

The House cut the division's budget. Yeagley contended that unless this money is restored, his agency will be virtually swamped. He pointed out that as a result of the greatly expanded security operations of the FBI in the last three years, the Criminal Division now has thousands of such cases in its files.

Not all of them will be tried. Yeagley explained that some of the cases may have to be dropped for lack of sufficient evidence, others for different reasons, including Intelligence purposes.

He made no mention of the hotly disputed question of the number of security cases among Government employes.

A

Yeagley said nothing about that and none of the Senators brought it up. No information has been obtained so far as to how many of the 54,000 security cases reported by Yeagley involve Government workers, if any.

While the Senators warily skirted that explosive issue, they were frankly amazed by the 54,000 figure.

"Do we understand you correctly," exclaimed Sen. Leverett Saltonstall, (R.), Massachusette, "that of the 69,000 cases pending in the Criminal Division, 54,000 of them involve security violations?"

"That's right," replied Yeagley. "Those are the figures."

"It's hard to believe," said Saltonstall. "Are you getting these security cases from the FBI?"

"Yes, we are," declared Yeagley. "Last July, we had 44,764 security cases and now the number is around 54,000. All these cases come from the FBI. I was astounded myself by these statistics, but I checked on them and they are correct. The head of our Internal Security Section told me that in the past three years the FBI has added 300 men to the staff engaged in internal security work and that has greatly increased the number of cases sent to us."

"What about the other 15,000 cases," asked Saltonstall, "what do they involve?"

"Many of them are theft of Government property, violation of the banking laws and other Federal acts," explained Yeagley. "They cover a wide range of offenses, from murder on up."

STANDARD FORM NO. 64

1657

Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: April 28,1954

FROM

SUBJECT: SUPERVISORY PERSONNEL
SECURITY INDEX UNIT
INTERNAL SECURITY SECTION
DOMESTIC INTELLIGENCE DIVISION

Reference is made to a memorandum from Inspector [redacted] to Mr. [redacted] dated January 8, 1954, captioned "Request for Additional Supervisory Personnel - Security Index Unit - Internal Security Section - Domestic Intelligence Division," analyzing the workload in the Security Index Unit of the Internal Security Section, recommending that four additional Supervisors be added to the Unit and that a resurvey of the situation be conducted in ninety days. The recommendations were approved. Inspector [redacted]s survey was in response to my memorandum to you dated December 23, 1953, in which I recommended that six additional Supervisors be added to the Security Index Unit.

The four additional Supervisors were received in the Security Index Unit, three arriving on February 15, 1954, and one on February 23, 1954. Since the four additional Supervisors were added to the Security Index Unit the bulk of the incoming mail is handled by twenty-six Supervisors instead of by the twenty-two Supervisors who handled the work at the time of Inspector [redacted] survey.

Survey of Workload

A survey covering eight weeks since February 15, 1954, reflects that twenty-six Supervisors handled a total of 28,608 items or a weekly average of 3,576 items of mail. Each of the twenty-six Supervisors handling an average of approximately 138 items per week during the period.

For comparison purposes it is to be noted that Inspector [redacted] memorandum indicated nineteen Supervisors in the Security Index Unit handled an average of approximately 137 items per week during the period from January to May, 1953, and twenty-two Supervisors handled an average of approximately 168 items per week during the period from October 5 to December 11, 1953. During the period from October 5 to December 11, 1953, the Unit received approximately 3,594 items per week.

[redacted]

[redacted]

FX-123

VAN DEUT (check it)

2-m

Delinquency in the Security Index Unit

With respect to delinquency in the Security Index Unit a six-weeks survey covering the period from March 17, 1954, through April 21, 1954, showed a total of 455 delinquent items (those items in the Section over five days) or a weekly average of 70 delinquent items in the Security Index Unit. A review of the delinquency by week indicates there has been a general reduction in the delinquency from 161 items on March 17, 1954, to 44 items on April 21, 1954.

For comparison purposes it is to be noted that Inspector DeLoach's memorandum indicates the Security Index Unit reported 365 delinquent items on December 30, 1953, and 335 delinquent items on January 6, 1954.

Observations:

The weekly average of mail received in the Security Index Unit continues at a high level. While the average has remained constant for some time it is believed that it will continue to remain at a high level due to the emphasis we have placed on the field concerning the importance of security work. As of March 31, 1954, the date of the last administrative reports received from the field there were 21,995 pending matters in classification 100 in the field. Almost all classification 100 matters (Internal Security and Security Matter cases) are handled in the Security Index Unit.

Although there has been a marked decrease in the delinquency as compared with the delinquency in the Unit as of the date of Inspector DeLoach's survey, it is believed that there should be no delinquency in this important phase of the Bureau's security work. It is my observation that the adequacy of the manpower presently assigned to the Security Index cannot be fully assessed until the four new supervisors have become fully experienced. They have been assigned to the Desk for a little more than 60 days, part of which time has been devoted to basic training and instructions.

At this time the volume of mail being handled by each Supervisor per week is higher than it should be. After the new Supervisors become fully experienced and are capable of handling a full share of the work, it may be that we can further reduce the delinquency. A new supervisor can not be expected to begin functioning at anywhere near peak efficiency for at least six months after assignment to the Seat of Government. When the new supervisors become fully experienced, I will be able to determine whether we have adequate personnel assigned to the Security Index Desk.

ACTION:

At this time no request is being made for additional supervisory personnel although the workload is higher than it should be and some delinquency does exist. I will continue to follow this matter closely and if it is determined, after the four new Supervisors become fully experienced, that additional personnel is needed, I will so advise you.

OK but suggest you check planned work of this unit.

5/3

Being checked [illegible]

UNRECORDED

April 29, 1954

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS
SECTION 870

Page 25 (J) Physical Descriptions - the following should be added as paragraphs to present item (J):

During the course of the initial investigation in any security-type case, including espionage and nationalistic tendency cases, the physical characteristics and description of the subject shall be determined or verified by personal observation. It will not be necessary to personally observe the subject of any case where preliminary investigation determines the basis for opening the case is unfounded.

The subject should be personally observed, if possible, early in the investigation after it is determined that a complete investigation is warranted to develop the extent of a subject's subversive activities and to consider whether the subject's name should be added to the Security Index. This action should be taken in the course of developing background information to determine the true identity and existence of the subject and to assist in establishing that the subject of the investigation is the person against whom the subversive allegations have been made. Each subject should be personally observed whenever a complete security investigation is conducted even though a Security Index card is not being recommended at the completion of the investigation.

There should be no delay in the submission of Form FD-122 recommending the addition of a subject's name to the Security Index even though it has not been possible to personally observe the subject if it has been determined through investigation that the subject is dangerous or potentially dangerous.

If a Security Index card is not being recommended after all logical investigation has been conducted

UNRECORDED
4-29-54

and it has not been possible to personally observe the subject during the investigation, the case may be closed even though this has not been done. If a Security Index card has been recommended and prepared and it has not been possible to personally observe the subject, the case shall remain open until such time as the subject is personally observed except when it has been determined that the subject is residing outside the continental United States, Hawaii, Alaska, or Puerto Rico, in which event the case may be closed if there is no other remaining investigation and the matter should be followed administratively to be certain that the subject is personally observed upon his return to this country.

When setting out a description in a report of a subject that has been personally observed, a statement to that effect shall be included among the sources of the description.

Page 31 a Periodic Verification of Addresses - the following should be added as a new paragraph 4 under the above with the old paragraph 4 becoming paragraph 5:

The physical characteristics and description of each Security Index subject shall be determined or verified by personal observation and the individual case file of each Security Index subject shall reflect that this has been done. If a Security Index subject has not been personally observed previously this should be done during the next verification of the subject's residence and/or business addresses.

1658

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 30,1954

FROM :

SUBJECT: SECURITY INDEX

During the past week, 67 new cards were added to the Security Index and 15 cards were cancelled, a net increase of 52 cards.

The Security Index count as of today is 25,126.

ACTION:

None. This is for your information.

1659

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 26, 1

FROM :

SUBJECT: SECURITY INDEX
Bufile

EMERGENCY DETENTION PROGRAM
Bufile

Attached is a memorandum from Deputy Attorney General, to the Director dated April 16, 195, acknowledging receipt of our memoranda of April 9, and 12, 1954, with regard to Security Index subjects employed by the Federal Government. Our memorandum of April 9, 1954, directed to the Attorney General, listed a total of 13 persons included in the Security Index who are still carried on the rolls of the Federal Government.

On the above memorandum of dated April 16, 1954, the Director has noted "Keep on top of this and see that we have up to date information on each of these cases. H."

The 13 Security Index subjects still in Federal Government employment as of April 5, 1954, were:

We have recently learned in a teletype from Indianapolis that has been removed from his employment with the Navy Department and that two additional Security Index subjects, and , are presently employed by the Veterans Administration (on an "on call" basis) and the Army, respectively. Data relating to the latter three individuals were set out in detail in a memorandum to dated April 23, 1954. With the foregoing amendments, the list of Security Index subjects in Federal employment now stands at 14. Our attached letter to the Department of April 9, 1954, indicates that six of these persons were suspended as of April 5, 1954.

One of the attachments to memorandum of April 16, 1954, to the Bureau is a copy of his memorandum of the same date to , making reference to a list of 173 cases involving individuals who at one time or other have been members of or closely affiliated with the Communist Party. This list was furnished to the Attorney General by memorandum dated February 2, 1954, which pointed out that it represented cases handled under the Loyalty Program or Federal Employees Security Program. The comment was made that in some of these cases the affiliation with the Communist Party was for a short period of time many years ago, and investigation failed to develop other information indicating Communist Party affiliation. Further, in some of the cases the only disloyal information was an admission on the part of the person under investigation of Communist Party affiliation many years ago. It was also observed that in connection with the adjudication of their cases some of these individuals may have made admissions or submitted explanations concerning the information developed by the investigation. The Bureau's memorandum of April 9, 1954, to the Attorney General restated these observations and noted that this list of 173 cases cannot be considered as being in the same category as the list of individuals maintained in the Security Index.

The Bureau's memorandum of February 2, 1954, pointed out to the Attorney General that the list of 173 cases was being furnished for his information in connection with the Federal Employees Security Program. It was felt that the Department would review its files regarding these cases, and, where necessary, see that they were promptly readjudicated under the Federal Employees Security Program. memorandum of April 16, 1954, to reflects that the Department has now recognized that it has the responsibility of reviewing its files and seeing that any action necessary is promptly taken.

Under the Loyalty Program as well as under the current Federal Employees Security Program, the field has been instructed to promptly furnish to the Bureau any additional pertinent information it may receive or develop through other investigations concerning any individual who has been investigated under these programs.

Under the Loyalty Program as well as the current Federal Employees Security Program, the field has been

instructed to constantly bear in mind that individuals investigated under these programs are potential Security Index subjects and that the facts developed in each investigation must be considered and, where warranted, recommendations made for inclusion on the Security Index.

RECOMMENDATION:

It is recommended that as to the fourteen Government employees who are carried on the Security Index, the field be instructed to report weekly their employment status to the Bureau in order that they can be followed on a current and up-to-date basis. As to the list of 173, who are not carried on the Security Index, the field is not being instructed to follow and report the employment status on these cases; however, these cases have been called to the attention of the Department in connection with the Employees Security Program, and the Department, as noted in memorandum of April 16, 1954, is checking with the various interested agencies to determine what action is being taken concerning these individuals.

If you approve, there are attached hereto nine airtels and one radiogram to those field offices having Security Index subjects still carried on Federal rolls. We are instructing the field to (1) make arrangements to be advised immediately of any change in the employment status of these persons, (2) bring any such changes in status to the immediate attention of the Bureau, and (3) advise us weekly of the status of these Security Index subjects residing within the respective divisions. We are cautioning the field to use utmost discretion in any contacts with these agencies to avoid any criticism of the Bureau.

1660

STANDARD FORM NO. 64

TOP SECRET

Office Memorandum • UNITED STATES GOVERN

TO : Director, FBI

DATE: April 16, 1954

FROM : Deputy Attorney General

SUBJECT: EMERGENCY DETENTION PROGRAM
FEDERAL EMPLOYEE SECURITY PROGRAM
Security Index Cases
EMERGENCY DETENTION PROGRAM
FBI File

(m)

Attached hereto are copies of memoranda with reference to your memoranda of April 9 and 12, 1954, on the above subjects. As soon as these reports are made to me, I will notify you.

Keep on top of this & see that we have w/ts data information on each of these cases.

A

1

1660

TOP SECRET

April 16, 1954

Deputy Attorney General

EMERGENCY DETENTION PROGRAM

The attached memorandum from Mr. Hoover dated April 12, 1954, states that there are 13 individuals presently carried as Federal employees, either active or suspended, who are designated for apprehension in the event of a national emergency.

Will you please notify me at once where each of these 13 are now employed and whether they are in the active or suspended status. Will you also please advise me what notification we have given to the Department or Agency involved about these 13.

If any of these persons have not been suspended, let me know at once and I will notify the head of the Department or Agency.

Attachment

Encl.

1660

TOP SECRET

April 16, 1954

Deputy Attorney General

EMERGENCY DETENTION PROGRAM
FEDERAL EMPLOYEE SECURITY PROGRAM

This will refer to the memorandum of the Director of the FBI to the Attorney General dated April 9, 1954. Mr. Hoover points out in this memorandum that there is a list of 173 cases involving individuals reportedly employed by, or applicants for positions in, the Federal Government who at one time or other have been members of the Communist Party or closely affiliated therewith.

When this list was first called to my attention, I asked that each of the Departments and Agencies involved and the Civil Service Commission be notified at once. Will you please have a comprehensive survey made to determine once and for all whether any of these 173 persons are still employed by the Federal Government and, if so, the reason why they have not been removed. I want to make certain that if any Department or Agency still employs any of these 173 individuals, that it is put on written notice about the information contained in the files of the FBI.

I also would like to be advised what prior notice was given to such Department or Agency insofar as these 173 individuals are concerned.

Attachment

ENC 2

UNRECORDED
5-3-54

[redacted]

Deputy Attorney General

May 3, 1954

Director, FBI

EMERGENCY DETENTION PROGRAM
FBI File

Reference is made to previous communications with respect to individuals included in the Security Index who are employed by the Federal Government.

Please be advised that , a Security Index subject, is presently employed as an at the Smithsonian Institute, United States National Museum, Washington, D. C. A full field investigation under the provisions of Executive Order 10450 has been initiated by this Bureau and the results will be forwarded promptly upon receipt to the Department and the Civil Service Commission in accordance with existing procedure.

has been reliably reported as an active member of the Libertarian Socialist League. Copies of investigative reports concerning bearing the character " ," as well as reports relating to the above organization are in the possession of the Department.

Any further information received in this matter will be forwarded to you promptly upon receipt.

1661

Office Memorandum • UNITED STATES GOVERNMENT

DATE: May 7,1954

TO :

FROM :

SUBJECT: SECURITY INDEX

During the past week, 59 new cards were added to the Security Index and 17 cards were cancelled, a net increase of 42 cards.

The Security Index count as of today is 25,168.

ACTION:

None. This is for your information.

STANDARD FORM NO. 64

1662

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. [redacted]

DATE: April 15,1954

FROM : MR. [redacted]

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of March 31, 1954, is set forth herein.

Pending active matters in the entire field in the security classifications increased from 21,488 to 21,848. Delinquent matters increased from 6,007 to 6,617 with the resultant over-all statistical increase from 27.9% to 30.2%. A total of 25 offices reduced their security delinquency; 21 offices reduced the pending active matters. The delinquency in security cases in the New York Office increased from 1,639 to 2,188 or a percentage increase of from 32% to 39%. The number of pending active matters in the 100 classification increased in the New York Office from 4,317 to 4,524 and the delinquent items in this classification increased from 1,521 to 1,904 or statistically from 35% to 46%.

Letters being sent to 18 offices either instructing them to reduce backlog and delinquency or, in some cases commenting upon their progress in bringing their security cases to current status.

RECOMMENDATION:

The field will continue to be followed closely in this matter and you will be advised of the results of the review of the April, 1954, administrative reports.

[redacted]

Attachment

Bufile [redacted]

[redacted]

9 APR 1954

68 MAY 13 1954

DETAILS:

Since December, 1951, we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March, 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The March, 1954, administrative reports from all offices reflect that the total pending active matters in the classifications 65, 100 and 105 increased during this month from 21,488 to 21,848. The delinquent items increased from 6,007 to 6,617 which represents a statistical increase of from 27.9% to 30.2%. Twenty-five offices were able to reduce their security delinquency over the past month and 21 offices effected a reduction in the pending active matters in the security classifications.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classifications	12-31-51	12-31-53	1-31-54	2-28-54	3-31-54
65	1,314	1,155	1,116	1,155	1,109
100	32,812	20,941	21,153	21,743	21,935
105	2,895	2,076	2,265	2,570	2,721
Total	37,021	24,172	24,531	25,468	25,825

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classifications	12-31-51	12-31-53	1-31-54	2-28-54	3-31-54
65	525	180	185	153	175
100	22,518	6,122	6,738	5,408	5,803
105	1,719	447	571	446	639
Total	24,762	6,749	7,494	6,007	6,617

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since January 31, 1953.

CLASSIFICATIONS 65,100 and 105
ALL FIELD DIVISIONS

Date	Pending Active Matters	Delinquent Matters	Percentage Delinquent
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	6,580	34.3%
11-30-53	19,833	6,655	33.5%
12-31-53	19,947	6,749	33.2%
1-31-54	20,520	7,494	36.5%
2-28-54	21,488	6,007	27.9%
3-31-54	21,848	6,617	30.2%

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 80% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES
SECURITY INDEX COUNT AND FOR
65, 100 and 105 MATTERS

Office	Security Index Cards 3-15-54	Pending Active Matters 2-28-54	Pending Active Matters 3-31-54	Percentage Delinquent 2-28-54	Percentage Delinquent 3-31-54
* New York	6,158	5,203	5,581	32%	30%
* Los Angeles	3,977	2,404	2,368	34%	35%
San Francisco	2,216	1,256	1,187	17%	20%
* Chicago	1,513	1,380	1,085	36%	31%
Detroit	1,386	974	1,059	27%	25%
* Philadelphia	1,132	1,003	1,000	40%	30%
Newark	796	1,164	1,089	41%	24%
* Cleveland	685	499	492	25%	30%
* Seattle	678	381	364	24%	43%
Boston	626	711	727	23%	21%
Minneapolis	517	352	358	19%	18%
* New Haven	503	464	459	29%	30%
Total	20,189	15,491	15,769		

* Letters being sent to offices indicated. See page 8 herein.

The over-all statistics for the eleven offices other than the New York Office since July 31, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent (65-100-105)
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,606	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	3,897	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	3,871	30.4%
12-31-53	9,552	3,201	34.1%
1-31-54	9,814	3,318	33.8%
2-28-54	10,283	3,021	29.4%
3-31-54	10,188	3,398	33.4%

New York Office

During 1953, the New York Office made a steady reduction in delinquent matters in the security classifications as well as a steady reduction in the case backlog. During November, 1953, the security delinquency dropped below 50% for the first time in 1953 to 47%. This was reduced even further in December to 43%, as compared with the January, 1953, delinquency of 70% in the security classifications. During January, 1954, however, New York delinquency in the security classifications took an upward trend, from 43% to 53%.

The March, 1954, administrative report reveals that its security delinquency increased during the past month from a percentage of 32% to 39%. The pending active security cases also increased in the New York Office from 5,203 for February, 1954, to 5,581 for March, 1954. Delinquent items also increased from 1,639 as of February 28, 1954, to 2,188 as of March 31, 1954.

The New York Office has approximately 24% of the pending active matters in the 65, 100 and 105 classifications in the entire field. This office has approximately 32.4% of the number of delinquent items in those classifications throughout the field. The average delinquency in all other offices at the end of March, 1954, was approximately 27.2%. The New York delinquency increased from 32% to 39% as previously noted.

The bulk of the New York backlog and delinquency is in the 100 classification. During March, 1954, the number of pending active matters in the 100 classification in the New York Office increased from 4,317 to 4,524. The number of delinquent matters in this classification increased from 1,521 to 1,904 or a statistical increase of from 35% for February, 1954, to 46% for March, 1954.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on March 31, 1954, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during March, 1954. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters 2-28-54	Pending Active Matters 3-31-54	Percentage Delinquent 2-28-54	Percentage Delinquent 3-31-54
* Buffalo	301	317	21	[illegible]
* Indianapolis	167	171	19	[illegible]
* Oklahoma City	93	95	11	[illegible]
* Omaha	74	67	16	[illegible]
* Charlotte	60	65	20	[illegible]
* Washington Field	1,162	1,010	28	[illegible]
* Birmingham	35	[illegible]	14	[illegible]
* Mobile	31	[illegible]	16	[illegible]
* Kansas City	77	[illegible]	[illegible]	[illegible]
* Savannah	33	[illegible]	[illegible]	[illegible]
* Springfield	141	[illegible]	[illegible]	[illegible]
Cincinnati	267	333	[illegible]	[illegible]
New Orleans	124	119	[illegible]	[illegible]
Baltimore	426	443	19	[illegible]
Milwaukee	243	243	[illegible]	[illegible]
San Diego	180	210	18	[illegible]
Memphis	45	48	25	[illegible]
Richmond	65	57	18	[illegible]
Denver	184	183	[illegible]	[illegible]
St. Louis	342	352	14	[illegible]
Little Rock	30	[illegible]	[illegible]	[illegible]
Salt Lake City	54	[illegible]	[illegible]	[illegible]
San Juan	170	[illegible]	[illegible]	[illegible]
Houston	[illegible]	[illegible]	[illegible]	[illegible]
Norfolk	80	[illegible]	[illegible]	[illegible]
Phoenix	75	[illegible]	[illegible]	[illegible]
Atlanta	74	[illegible]	[illegible]	[illegible]
Knoxville	35	[illegible]	[illegible]	[illegible]
Portland	111	110	[illegible]	[illegible]
Dallas	86	87	[illegible]	[illegible]
San Antonio	[illegible]	87	[illegible]	[illegible]
Miami	132	[illegible]	[illegible]	[illegible]
Albany	295	[illegible]	[illegible]	[illegible]
Butte	85	[illegible]	11	[illegible]
Louisville	60	64	[illegible]	[illegible]
Albuquerque	97	[illegible]	[illegible]	[illegible]
Pittsburgh	360	358	[illegible]	[illegible]
El Paso	34	34	[illegible]	[illegible]
Anchorage	41	[illegible]	[illegible]	[illegible]
Honolulu	45	50	[illegible]	[illegible]
Total	5,997	6,079		

* Letters sent to offices indicated regarding delinquent cases. See Page 9 herein.

During February, 15 of the above offices were able to reduce their pending active work load and 21 offices reduced their delinquency.

The following figures illustrate the progress of the forty offices as a whole since June 30, 1952, as reflected in the administrative reports:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (6 -100-105)	Percentage Delinquent
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.8%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%
11-30-53	5,180	1,355	26.1%
12-31-53	5,280	1,301	24.6%

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
1-31-54	5,502	1,444	25.9%
2-28-54	5,997	1,347	22.5%
3-31-54	5,079	1,431	28.5%

Letters to the Field

As noted previously, we are sending letters to 18 offices either instructing them to take appropriate measures to bring the investigations in the security classifications to, or maintain them in a current status. Letters are being directed to the offices indicated by asterisks on pages four and six herein. It will be noted that the security delinquency of those offices for the month of March, 1954, appears in the extreme right hand column of the two lists on pages four and six.

1663

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: April 16, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

SYNOPSIS:

Nineteen offices still engaged in the preparation of summary reports in non-Key Facility and non-Key Figure Security Index cases, exclusive of New York, in which office project is suspended. The 19 offices have submitted 7,664 summary reports of 10,958 scheduled in such cases, approximately 70%, and all have indicated previously that deadline of 7-14-54 will be met without fail. In all offices other than New York, 10,383 of 13,677 initial summaries had been submitted as of 4-1-54 in the non-Key Facility and non-Key Figure cases.

Of the 19 offices, eight have submitted less than 75% of the above types of cases: Detroit, 52%; Houston, 74%; Los Angeles, 50%; Newark, 67%; Philadelphia, 55%; St. Louis, 67%; San Diego, 61% and Seattle, 50%.

Key Facility, Key Figure and Top Functionary cases are followed individually at the Bureau; status of summary report production in these cases analyzed herein are tabulated on attachment. Tabulation reflects that 1,110 of 1,181 scheduled in the Key Facility cases, approximately 94%, and 608 of 768 Key Figure - Top Functionary cases, approximately 79%, have been submitted.

ACTION:

We are writing 15 offices (1) commenting upon the status of the summary report program as of 4-1-54, (2) reiterating absolute necessity of meeting deadline of 7-14-54 and (3) requesting monthly status letter from those offices until completion of the program. Letters are being directed to: Baltimore, Boston, Buffalo, Chicago, Detroit, Houston, Indianapolis, Los Angeles, Newark, New Haven, Philadelphia, St. Louis, San Diego, San Francisco and Seattle.

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You will be advised of the status of this project upon the receipt of the status letters due each month. Further, in the interim, any pertinent developments affecting this program will be brought to your attention immediately upon receipt.

GRC

DETAILS:

Each office is required to submit a quarterly status letter in connection with captioned project, reflecting the progress made in submission of these reports. These letters include statistics on all Security Index subjects who (1) are not employed in Key Facilities or (2) are not Key Figures. Summary reports on Key Facility employees were to be submitted at the time that the regularly scheduled six-month reports were due in each case. Summaries on Key Figures are being deferred until after summaries are prepared on all other Security Index subjects. All offices have reduced their backlog of such cases, however, and many of the remaining 19 offices in which the project has not been completed have submitted virtually all of the Key Figure reports. Complete analyses of the Key Facility and Key Figure cases are set out on attachments to this memorandum.

As you know, a moratorium was declared on the project until January 1, 1953, by SAC Letter Number 85 (H) dated September 3, 1952, to permit a reduction of the backlog and delinquency in security work. This moratorium was partially lifted by SAC Letter Number 106 (A) dated October 14, 1952, which instructed those offices having personnel available to the project to reinstitute it immediately. By SAC Letter Number 53-48 dated July 14, 1953, the project was reinstituted in all offices except New York, to be completed by July, 1954.

My memorandum of January 19, 1954, in reporting the status of this project as of January 1, 1954, noted that the summary reports had been completed in twenty-nine offices. Of the 21 offices, other than New York, then still engaged on the project only 12 had submitted less than 75%, and of those only 4 had completed less than 50% of the cases.

As noted previously, the New York Office is exempted from this program because of the heavy volume of security work and over-all commitments of that office. New York submits summary reports in some cases, however, as noted more fully hereinafter.

We have been following this program closely and in that connection we directed a letter to the field dated March 19, 1954, requesting specific data relating to the status of the project from 11 offices having substantial backlogs. These data were to be submitted in conjunction with the regular status memorandum due April 1, 1954, from all offices which have not yet finished the initial summary reports.

We are now in receipt of such status letters, reflecting that only 19 offices, excluding New York, are still engaged in the project. A compilation reveals that these 19 offices have submitted a total of 7,004 of 10,958 initial summary reports scheduled in non-Key Facility and non-Key Figure cases, approximately 70%.

The 19 offices have submitted 1,118 of 1,181 summary reports scheduled in which the subjects are employed in Key Facilities, approximately 94%, and 9 of the 19 offices have entirely completed such reports.

The 19 offices have submitted 608 of 768 initial summary reports scheduled in Key Figure and Top Functionary cases, approximately 79%. Three of the remaining offices have completed all of such reports, and eight other offices have completed over 80% of such cases.

Complete tabulations of the remaining summary reports to be prepared as of April 1, 1954, by the 19 offices are contained on attachments to this memorandum. It may be observed that all 19 offices have assured the Bureau that the project will be completed by the deadline date of July 14, 1954.

Set out hereinafter is a resume of the status of the program in each of the larger offices and other offices having substantial backlogs, together with analysis of problems presented and resolved in order to complete the program by the appointed deadline date of July 14, 1954.

Boston

Boston status letter of April 2, 1954, reflected that in the non-Key Facility and non-Key Figure cases they have submitted 334 of the 350 summary reports scheduled, approximately 98%. In addition, they have completed 34 of 36 Key Facility summary reports and 35 of 37 Key Figure summary reports. Boston has indicated that the summary report program will be completed in that office by April 30, 1954.

Chicago

Chicago status letter of April 1, 1954, reflects that that office has completed 1,019 of the 1,292 summary reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 78%. Chicago has completed all of its 105 Key Facility cases and 83 of 125 Key Figure cases. The above Chicago letter points out that every effort is being made to meet the Bureau deadline of July 14, 1954. Their remaining backlog of cases have all been assigned and work is going forward to complete the program in that office. It was stated that with the necessary reassignment of these cases, increased delinquency in security cases might result, citing their recent special investigation concerning the Nationalist Party of Puerto Rico and other commitments of their office in the security field. As noted previously, we are directing a letter to Chicago in which we reiterate the absolute necessity of the completion of this program by the deadline date and instructing the Special Agent in Charge to give this matter his personal attention. Based on their accomplishments to date, the Chicago Office should be able to complete the program by maintaining their established quota of 92 summary reports per month as specified in the above letter of April 1, 1954.

Detroit

You will recall that by letter of February 26, 1954, the Detroit Office pointed out that the Agent supervising this program had made gross miscalculations in the status of the program in that office. As a result, it had been determined that the Detroit Office has a much larger backlog of these cases than they had indicated in their previous status letters. As of January 1, 1954, Detroit had indicated that they had submitted 726 of 969 summary reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 75%. As a

result of the above miscalculations, however, such figures were found to be completely inaccurate, and that the backlog as of February 20, 1954, actually stood at 620 out of approximately 1,075. Detroit has advised that although the remaining backlog presents an extreme burden upon that office, the matter has been discussed thoroughly with all Agents and that positive steps have been taken to complete the program at the appointed time. Bureau letter of March 17, 1954, pointed out that no additional Special Agent personnel were available for transfer to that office and that they were expected to overcome the problem discussed above with their existing complement. As of April 1, 1954, the Detroit Office advised that of 1,075 cases scheduled in non-Key Facility and non-Key Figure cases, 583 or approximately 52% have been submitted. Of the 272 Key Facility cases 261 or approximately 96% had been submitted and 47 of their 51 Key Figure cases, approximately 92%, had been submitted. This matter is being followed closely and, as indicated previously, Detroit has been requested to advise of their progress on a monthly basis.

Los Angeles

My memorandum of January 19, 1954, noted that as of January 1, 1954, Los Angeles had submitted 586 of the 2,316 summary reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 25%. It was noted that the Los Angeles Office had taken positive steps to complete the program, including the assignment of such cases to all Agents assigned to the headquarters city regardless of squad assignment. Each Agent, other than those already assigned to Communist investigations, was to prepare one summary report per month from January to June, 1954. Los Angeles status letter of April 1, 1954, reflects that they have been able to substantially reduce their backlog in those types of cases, having completed 1,160 of the 2,316 reports scheduled, approximately 50%, as of April 1, 1954. In addition, Los Angeles has completed all 99 of their Key Facility cases and 92 of their 93 Key Figure cases. The above letter of April 1, 1954, noted that Los Angeles has geared its production to approximately 340 summary reports per month and has placed a volunteer staff of 11 stenographers on Saturday duty, per Bureau approval, with appropriate compensatory leave to be taken subsequent to July 14, 1954. Los Angeles has also rented one additional Mimeograph machine to enable them to cope with their high rate of production of summary reports. By maintenance of their quota as indicated above, Los Angeles will complete the program by the appointed deadline date and has assured the Bureau that this will be done.

Newark

Newark has completed 416 of the 623 summary reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 67%. In addition, there remain 57 cases in the other categories including Key Facility and Key Figure cases, making a total of 270 summary reports scheduled for preparation by the deadline date. A production of approximately 90 cases per month has been set by the Newark Office which should enable them to complete the program without unreasonable difficulty.

New Haven

New Haven has completed 340 of 425 summary reports scheduled in non-Key Facility and non-Key Figure cases as of April 1, 1954, approximately 80%. In addition, New Haven has completed 38 of 40 Key Facility cases and 21 of 33 Key Figure cases scheduled for initial summary reports. By letter of April 5, 1954, New Haven advised that they had established a rate of approximately 30 summary reports per month in order to meet the deadline of July 14, 1954.

Philadelphia

My memorandum of January 19, 1954, noted that as of January 1, 1954, Philadelphia had completed 350 of the 838 reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 42%. By letter of April 2, 1954, Philadelphia advised that as of April 1, 1954, their production in these cases had been increased to 465 reports submitted, a statistical increase from 42% to 55%. Philadelphia has submitted 83 of their 84 Key Facility cases and 38 of their 52 Key Figure cases. The above letter of April 2, 1954, notes that in order to meet the deadline a monthly average of approximately 130 summary reports had been set by Philadelphia and that every effort was being made to have all initial summary reports in dictation by June 30, 1954, in advance of the deadline date. Philadelphia pointed out that as of April 1, 1954, twenty-two Agents were working full time on this program and cited their commitments in other phases of security work. In order to complete the program, Philadelphia plans to use all Agents assigned to security work on summary reports for a short period with the exception of a few Agents engaged on matters which cannot be postponed even for a short time. These assignments will not be made until about May 1, 1954, according to the above letter of April 2, 1954. After June 1, 1954, Philadelphia expects the backlog to have been reduced to such proportions that the 22 Agents regularly assigned to this program can complete the project without additional assistance.

St. Louis

As of April 1, 1954, St. Louis had completed 97 of the 130 summary reports scheduled in non-Key Facility and non-Key Figure cases, approximately 75%. St. Louis has completed all of their 15 Key Facility reports and 24 of the 27 Key Figure reports. A rate of production of 16 reports per month has been established in order to meet the Bureau deadline.

San Diego

My memorandum of January 19, 1954, noted that San Diego as of January 1, 1954, had a quota of operating 45 cases per Agent and that San Diego had advised that a manpower problem existed in that office affecting their assignments with regard to captioned program. As of January 1, 1954, San Diego had completed 43 of 99 summary reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 43%. By letter of March 30, 1954, San Diego advised that they had completed a total of 60 summary reports in the above category, bringing their output statistically from 43% to 61%. As of April 1, 1954, San Diego had completed their 2 Key Facility cases and 3 of their 4 Key Figure cases. A production schedule of 3 summary reports per week has been established by the San Diego Office to enable them to complete the program on or about June 15, 1954. It was noted that completion of the project depended to a great extent on stenographic personnel. We are directing a letter to San Diego restating the necessity of the completion of this program by the deadline date and instructing that office to take sufficient steps to insure that this is done.

San Francisco

San Francisco has completed 1,820 of 2,022 summary reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 90%. In addition, San Francisco has completed all 124 of their Key Facility cases and 95 of their 96 Key Figure cases. A production rate of 100 initial summary reports is being maintained by San Francisco and no difficulty is anticipated in meeting the deadline.

Seattle

My memorandum of January 19, 1954, noted that as of January 1, 1954, Seattle had submitted 200 of 549 summary reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 36%. By letter of April 2, 1954, Seattle advised

that they have now produced 276 of such reports, a statistical increase from 38% to 50%. The above letter of April 5, 1954, points out that the figure of 276 does not include the 86 cases in process of completion as of April 1, 1954, consisting of those in dictation, ready for dictation and being prepared for dictation. It was further stated that the remaining backlog in the Seattle Office consists of less complicated cases and that the lengthy cases are being completed first by the Office. To meet the deadline of July 14, 1954, Seattle had added an additional 25 agents to the project, drawing from the Criminal and Applicant-Loyalty Squads. These agents are being given the shorter and less complicated cases for preparation of summary reports and are handling such reports in addition to their regular assignments. A total of 28 agents on the Security Squad and 25 from other squads, a total of 53 agents are presently being utilized on the summary report program. The Special Agent in Charge is giving this matter his close attention to insure that the program is completed by the deadline date.

New York

As noted previously, this program is suspended in the New York Office in view of the other commitments and the delinquent status of security work in that office. It should be noted that summary reports are submitted, however, in certain instances by the New York Office including those in which requests are received from the Bureau and those in which origin is transferred to another division. By letter of March 31, 1954, New York advised that they have submitted a total of 1,844 of the 3,818 summary reports scheduled in the non-Key Facility and non-Key Figure cases, approximately 51%. The Key Figure and Key Facility are, as noted previously, followed on an individual basis at the Bureau. The resumption of this program in the New York Office will be given further consideration when the afore-mentioned circumstances permit.

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General

As you know, the over-all number of reports scheduled under the initial phase of this project varies with the day-by-day content of the Security Index. Utilizing revised figures submitted in status letters from those offices still having summary reports to prepare, there follows a tabulation of the over-all scope of the project and the accomplishments to date, beginning 7-1-53, immediately preceding the reinstitution of the program on 7-14-53, as noted previously.

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	Number of Summary Reports Scheduled in Non-Key Facility and Non-Key Figure Cases	Number of Summaries Initiated	Percentage Completed
(Including Figures of New York Office)			
7-1-53	15,405	6,607	[illegible]
10-1-53	16,026	7,724	[illegible]
1-1-54	18,027	10,[illegible]	50[illegible]
4-1-54	19,405	12,227	[illegible]
(Exclusive of New York Figures)			
7-1-53	12,659	6,517	52[illegible]
10-1-53	13,102	7,544	[illegible]
1-1-54	13,469	8,741	[illegible]
4-1-54	13,677	10,333	[illegible]

Attached is a tabulation of the production of summary reports in non-Key Facility and non-Key Figure cases.

Key Facility, Key Figure and Top Functionary Cases

The summary reports in Key Facility, Key Figure and Top Functionary cases are, as noted, not included in the above tabulation or the attached status chart. As you know, we require semi-annual reports in the Key Facility and Key Figure cases and quarterly reports in Top Functionary cases.

Because of our fixed responsibilities of dissemination in the Key Facility cases, summary reports were prepared on these subjects promptly and are placed in line for preparation upon the employment of a routine Security Index subject in a Key Facility. The result is that these cases are maintained in almost current status. These cases are followed on an individual basis in the Internal Security Section.

With regard to Key Figure and Top Functionary cases, the field has found it more practicable to prepare the summary reports when the periodic reports, mentioned above, come due. Many of the Top Functionary cases are Smith Act subjects, of course, and prosecutive summaries have been submitted in these cases. These cases are, of course, followed individually in the Internal Security Section.

In order to show the complete status of the summary report project as a whole, there is also attached a table reflecting the production of Key Facility, Key Figure and Top Functionary cases in the remaining offices in which the initial summary reports have not been completed.

1663

* STATUS OF SECURITY INDEX
SUMMARY REPORT PROJECT
AS OF APRIL 1, 1954

Security Index Cases on Other Than Key Facility and Key Figure Subjects

Office	Number Scheduled	Number Submitted as of 4-1-54	To be Prepared	Date of Completion	Percentage Completed 1-1-54	Percentage Completed 4-1-
Albany	152	148	4	5/31/54	90%	98%
Anchorage	27	26	1	5/1/54	93%	98%
Baltimore	260	249	11	7/14/54	69%	96%
Boston	350	344	6	4/30/54	82%	98%
Buffalo	175	174	1	7/14/54	98%	99%
Chicago	1,292	1,019	273	7/14/54	64%	78%
Cincinnati	154	143	11	6/1/54	85%	93%
Detroit	1,075	563	512	7/14/54	**75%	52%
Houston	47	36	11	7/14/54	72%	74%
Indianapolis	190	153	37	7/14/54	68%	81%
Los Angeles	2,318	1,160	1,158	7/14/54	25%	50%
Newark	623	416	207	7/14/54	52%	67%
New Haven	425	340	85	7/14/54	67%	80%
Philadelphia	838	465	373	7/14/54	42%	55%
St. Louis	129	87	42	7/14/54	54%	67%
San Diego	98	60	38	7/14/54	43%	61%
San Francisco	2,022	1,820	202	7/14/54	68%	90%
Seattle	550	276	274	7/14/54	23%	50%
Washington Field	233	195	38	7/14/54	71%	84%
Total	10,958	7,664	3,294		58%	70%

* In the 19 offices which have not completed the program, exclusive of New York in which office the project is suspended.

** Discrepancy in Detroit figures noted on pages 4 and 5 of memorandum.

Encl

* STATUS OF SECURITY INDEX
SUMMARY REPORT PROJECT
AS OF APRIL 1, 1954

Subjects Employed in Key Facilities

	Number Scheduled	Number Submitted as of 4-1-54	Percentage
Albany	26	26	100%
Anchorage	0	0	0%
Baltimore	29	29	100%
Boston	36	34	94%
Buffalo	40	34	85%
Chicago	105	105	100%
Cincinnati	16	16	100%
Detroit	272	261	96%
Houston	3	3	100%
Indianapolis	74	72	97%
Los Angeles	99	99	100%
Newark	56	49	85%
New Haven	40	38	95%
Philadelphia	84	83	98%
St Louis	15	15	100%
San Diego	2	2	100%
San Francisco	124	124	100%
Seattle	35	32	91%
Washington Field	1	0	0%
Total	1,181	1,113	94%

* In the 19 offices which have not completed the program, exclusive of New York, in which the project is suspended.

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* STATUS OF SECURITY INDEX
SUMMARY REPORT PROJECT
AS OF APRIL 1, 1954

Key Figure and Top Functionary Cases

	Number Scheduled	Number Submitted as of 4-1-54	Percentage
Albany	24	20	81%
Anchorage	0	0	0%
Baltimore	40	31	78%
Boston	27	25	94%
Buffalo	26	12	46%
Chicago	125	83	66%
Cincinnati	18	18	100%
Detroit	51	47	92%
Houston	10	10	100%
Indianapolis	16	16	100%
Los Angeles	93	92	98%
Newark	86	40	47%
New Haven	33	21	64%
Philadelphia	52	38	73%
St Louis	27	24	89%
San Diego	4	3	75%
San Francisco	96	95	98%
Seattle	28	23	82%
Washington Field	12	10	83%
Total	768	608	79%

* In the 19 offices which have not completed the program, exclusive of New York, in which the program is suspended.

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1663X

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 16,1954

FROM :

SUBJECT: SECURITY INDEX

During the past week, 81 new cards were added to the Security Index and 18 cards were cancelled, a net increase of 63 cards.

The Security Index count as of today is 25,034.

ACTION:

None. This is for your information.

STANDARD FORM NO. 64

1664

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 7, 1954

FROM :

SUBJECT: MANUAL REVISION
SECTION 87-C - MANUAL OF INSTRUCTIONS
SECURITY INDEX - UNAVAILABLE SECTION

DETAILS:

By SAC Letter 53-30 the field was advised of the procedures to be adopted in setting up an Unavailable Section in the Security Index concerning those individuals who were either imprisoned, out of the country or missing. Appropriate changes to incorporate these instructions were made in the Manual of Instructions, Section 87-C on June 5, 1953.

The above-mentioned SAC Letter and Manual changes made no reference to the Special Section of the Security Index which contains the names of the individuals whose cases will be given special consideration in the event the DETCOM Program is placed in operation.

In several instances the Security Index cards of individuals whose names are included in the Special Section have been amended to indicate that the subject is unavailable by reason of one of the above-mentioned categories. In these cases the field has been advised to retain the Security Index card of such individuals in the Special Section rather than in the Unavailable Section.

ACTION:

To insure that the names of individuals included in the Special Section of the Security Index will continue to be filed in that section of the Security Index in the field office files rather than in the Unavailable Section, it is recommended that the attached SAC Letter be approved. Also attached hereto are proposed changes for Section 87-C of the Manual of Instructions

It is requested that 40 copies of the amended pages be furnished to the Internal Security Section for the use of the Security Index supervisors.

1665

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 23, 1954

FROM :

SUBJECT: SECURITY INDEX

During the past week, 57 new cards were added to the Security Index and 17 cards were cancelled, a net increase of 40 cards.

The Security Index count as of today is 25, 074.

ACTION:

None. This is for your information.

1666

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: April 29, 1954

FROM :

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS

(A) Personal Observation of Subjects

Instructions up to this time have required that Security Index subjects be assigned to Special Agents for apprehension purposes and that the Agent to whom an arrest is assigned shall determine the physical characteristics of each subject by personal observation. In order to conserve administrative and investigative time, an SAC Letter is being sent to the field advising that specific Security Index subjects shall not be assigned to Agents for apprehension purposes prior to an emergency.

It is most desirable to obtain accurate descriptions and to prevent mistaken identities that the subjects of security-type investigations be personally observed during the investigations.

Accordingly, the proposed SAC Letter, attached, instructs the field to personally observe the subjects of security-type investigations, including Espionage and nationalistic tendency cases, during the initial investigation in all cases in which a complete security investigation is conducted. It provides that the files of all Security Index subjects shall reflect that the subject has been personally observed but that no project be instituted in this matter, the checks to be made at the time of the next 6 months verification of employment and residence.

(B) Security Index - Geographical Section

Present instructions require that each Security Index card in the Geographical Section of the Security Index of each office be filed geographically by residence address. The recent Internal Security Espionage Conference recommended that consideration be given to authorize field offices to maintain an additional Geographical Section of the Security Index in which cards, when employment is known, would be filed by employment address, to be used depending on the time of day arrests are started.

The Bureau has considered this problem previously at which time a survey of 10 offices indicated that the offices believed the residence address is a more permanent address than the employment address of a subject and that there would be a considerable amount of extra work to maintain two Geographical Sections.

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Although the additional Geographical Section will be of value to only a very few offices it is being recommended that such a Section can be set up after receiving prior Bureau authority. Instructions in this matter and procedures for handling are contained in the proposed SAC Letter attached.

ACTION:

(1) The proposed SAC Letter covering items (A) and (B) is attached for your approval. Manual change for item (A) is also attached. No Manual change for item (B) is necessary at this time.

(2) It is requested that 40 copies of amended page to Section 87C of the Manual of Instructions be furnished to the Internal Security Section for use of the Supervisors on the Security Index Desk.

OR:
H.

1667

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

March 12, 1954

TO :

FROM :

SUBJECT: SECURITY SUMMARY REPORTS

Security

Synopsis

During the current inspection at San Francisco, question has arisen regarding the necessity of setting forth completely in the synopsis the T symbol numbers of informants to whom report of membership and/or activity of subject in Communist Party and front organizations is attributed. For example, is it sufficient to state in synopsis, - "Reliable informants have reported subject a member of the Communist Party and active in CRC, LYL, CDC and PP," or should it be specifically expressed such as, "T-1, T-4, T-7 and T-10 have reported subject a member of the Communist Party for the period March, 1945, through the present. Subject has been reported active in the following Communist Party front groups: CRC, 3/46 - present, according to T-1, T-4, T-10 and T-14; LYL, 5/52 - present, according to T-10, T-14 and T-17; CDC, 1/53 - present, according to T-5, T-8 and T-11; and the PP, 7/49 - present, according to T-8, T-12, T-15 and T-17."

Attention is invited to instructions given the Seattle Office in this respect wherein that office has been directed to follow the latter form with the intent that the synopsis be complete within itself and the information be specifically attributed to respective sources.

The only instruction which could be located concerning this question appears in SAC Letter No. 120(C) November 14, 1952. However, it is not felt this instruction is specifically in point.

Supplemental Summaries

Also during instant inspection the question has arisen whether Bureau rule regarding the six-month investigative report and the yearly supplemental summaries may not be changed in the interest of saving Agent and stenographic time. If current directions are followed, an investigative report is submitted in Security Index cases six months after the initial summary and each alternate six months thereafter. A supplemental pink-page summary is written one year after the initial summary and every twelve months thereafter. It is argued that inasmuch as the six months investigative report is now prepared in most every respect as a supplemental summary with the exception of the color of the top page, considerable time could be saved by putting a pink page on all reports submitted each six months and thereby avoid the retyping and reporting in the supplemental report of practically all information previously reported in the six months

A number of instances have been noted at San Francisco where each six months report after the initial summary has been a pink-page report. You may desire to consider whether the six-month investigative report may be submitted in supplemental summary form or, in fact, whether each report submitted at six-month intervals may be prepared as a supplemental summary where sufficient information exists to warrant the writing of a report. If not, the San Francisco Office will be directed to discontinue this practice and submit reports according to existing provisions.

Ruling is also requested whether, under the existing schedule of submitting supplemental summaries, it is desired that the word "Supplemental" be inserted on the title page above the caption "Summary Report" in order that the supplemental summaries may be clearly distinguished from the initial summary.

Your direction concerning the above question would be appreciated.

1668

Office Memorandum • UNITED STATES GOVERNMENT

DATE: May 7, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX CARDS

SYNOPSIS:

At the Security-Espionage conference held March 18-19, 1954, the field representatives were requested to submit suggestions concerning the information which should be included on the reverse side of the Security Index Card maintained in the Geographical Section of the field office. Five offices have submitted suggestions and comments. These suggestions have been reviewed in the light of their value as an aid to the apprehension of Security Index subjects and in consideration of the resultant burden upon the field to maintain such information in a current status. The suggestions provided for the listing of the exact location of a subject's apartment; directions to his residence and employment where located in an unusual area; possession of firearms and presence of minor children or aged persons in the subject's residence. It is believed that the provisions of the Manual of Instructions are of sufficient latitude to allow the field to include the suggested data on the reverse of the Index Card and no manual change appears to be necessary. The field also suggested that the reverse of the Index Card indicate the location of the police station to which the subject shall be delivered and also include a description by make, model and license number of the subject's automobile. These two suggestions would place a continuing burden upon the field to maintain the information in a current status. This burden outweighs the apprehension value of such data.

At the above-mentioned conference the field was also requested to submit suggestions for amending Form FD-154 which is used by the field offices to periodically handle the verification of the subject's residence and employment. It was suggested that this form list the identity of the neighborhood source and the employment source who can verify the subject's residence and employment. It was also suggested that this form indicate the fact of the subject's employment in a key facility; the priority tabbing of the Security Index Card for Detcom Comsab; the availability of a photograph and the fact that a These changes appear to

be of value in effecting subsequent verification of the subject's residence and employment. They would also serve as a continuing check on the accuracy and completeness of the information contained on the subject's Security Index Card.

RECOMMENDATIONS:

1. If you approve, the attached SAC Letter relating to the information which may be incorporated on the reverse side of the Security Index Card will be forwarded.

2. If you approve, Form FD-154 will be revised as indicated on the attached proposed form. The field will be notified in the above-mentioned SAC Letter that this form is being revised and will be used at such time as the present supply of forms is depleted. At the present time the Bureau has on hand an approximate four-months supply of these forms. Attached hereto is one copy of the current form FD-154.

DETAILS:

During the recent Security-Espionage conference which was held March 18-19, 1954, the field representatives were requested to submit suggestions relating to the information which should be included on the reverse side of the Security

Index Card maintained in the Geographical Section of the field office Security Index. Five offices have submitted suggestions and comments pursuant to this request. These suggestions have been reviewed with consideration being given to their possible benefit as an aid in effecting the subject's apprehension which is the primary purpose for listing information of a descriptive nature on the reverse of the Security Index Card. In addition, consideration has been given to whether or not the suggestions of the field would place an additional burden upon the field to maintain the information in a current status.

In this connection it should be noted that section 87C of the Manual of Instructions provides that the reverse of the Security Index Card must contain a complete description of the subject, a notation that a Security [illegible] and a photograph. The manual suggests that as an aid for the inclusion of descriptive data the field may use the uniform field photograph stamp. However, the stamp should not be considered as all-inclusive and additional information may be added where necessary for a more complete description. The manual specifically provides that information concerning the subject's possession of firearms as well as the fact of his dangerous character should be included, the provisions of the manual, therefore, allows the field considerable latitude.

SUGGESTED DATA TO BE INCLUDED ON REVERSE SIDE OF SECURITY INDEX CARD

1. That provisions be made to indicate on the reverse of the Index Card the number of persons in the subject's family including minor children and aged parents.

Comments Form FD-186 is used by the field to compile descriptive data which should be placed on the reverse side of the Security Index Card. This form provides for the inclusion of information concerning the Security Index subject's immediate relatives and the number of minor children. This suggestion, therefore, requires no change in the existing manual instructions.

2. The exact location of the subject's apartment, including the floor and apartment number.

Comments Such information should appear on the face of the Security Index Card as the apartment number is properly a part of the subject's residence address.

3. It is suggested that the reverse of the Security Index Card indicate the exact route to the subject's residence and employment where such are located in unusual areas.

Comments Existing manual instructions provide for the listing of this data on the reverse side of the Security Index Card.

4. It is suggested that the Security Index Card on its reverse side carry the name, address and telephone number of cooperative sources in the neighborhood of the subject.

Comments Such information should not be included on the Security Index Card as it is properly information of an investigative nature which is readily available from a review of the subject's file. The primary purpose of the Security Index Card is to act as an aid in effecting the subject's apprehension. It does not appear that this suggestion would constitute such an aid.

5. It is suggested that the Security Index Card list the location and address of the police station to which the subject shall be delivered upon his apprehension.

Comments This suggestion would serve no useful purpose to the field. Existing instructions provide that Security Index subjects will, upon their apprehension, be delivered to the nearest police station or place of detention. The location of the police station or place of detention would, therefore, depend entirely upon the place of the subject's apprehension. Should a particular police station be listed on the reverse side of the Security Index Card as the place to which the subject should be delivered, it is believed that such listing might be construed as being mandatory and would, therefore, lead to confusion.

6. It was suggested that the Security Index Card indicate whether or not the subject possesses firearms or other dangerous equipment.

Comments This is covered in particular under the Manual of Instructions.

7. It is suggested that the Security Index Card designate the description of the subject's automobile by make, model and license number.

Comments This information would be of assistance, as would any other descriptive data contained in the subject's case file, in effecting his apprehension. The benefit of such information is, however, overcome by the fact that such a listing would place a continuing burden on the field to maintain the information in a current status. It is believed that the resultant burden would far outweigh the potential value of this information as an apprehension aid.

SUGGESTED REVISIONS TO FORM FD-154

1. That this form be revised to indicate the identity of the neighborhood and employment source who can verify the subject's residence and employment.

Comments It is believed that such information would be of assistance in periodically verifying the subject's residence and employment.

2. That the revised form indicate the fact of the subject's employment in a key facility; his priority tabbing for Detcom and Comsab; the availability of a photograph and whether or not a

Comments It is believed that this information would be of assistance in effecting the maintenance of the Security Index Card as to its accuracy and the completeness of information.

The above revisions have been incorporated into the attached proposed revised form together with other minor changes.

Attached hereto also is one copy of Form FD-154 which is currently in use.

1669

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: May 13, 1954

FROM :

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

DETAILS:

My memorandum of 4-16-54 set out a compilation of quarterly status letters from the field with regard to the completion of the summary report project. It was stated that 19 offices, exclusive of New York in which office the program is suspended, were still engaged in the preparation of these reports. Four of the 19 offices, Albany, Anchorage, Cincinnati and Washington Field had virtually completed the program and expect to have submitted all their reports prior to the deadline date of 7-14-54. We instructed the remaining 15 offices to advise us monthly until the program is completed of their production figures. We have reiterated to those offices that the deadline of 7-14-54 must be met and that the SAC's are being held personally responsible in this connection.

The monthly letters have been received from the above 15 offices reflecting the status of this project as of 5-1-54. Four of the offices, Detroit, New Haven, Philadelphia and Seattle in addition to noting their production figures set out comments relating to manpower and stenographic factors with relation to captioned program.

Philadelphia letter of April 30, 1954, notes that they now have 23 Agents working full-time on the project and 53 Agents working part time on the summary reports. It stated that the full effect of the work of those Agents writing these reports on a part-time basis has not yet been felt since most of them have been added to the program since April 19, 1954. All of the entire 325 cases remaining will be assigned for preparation of summary reports by May 17, 1954, and all their summary reports will have been completed or in dictation by June 30, 1954.

New Haven letter of May 4, 1954, states that until recently they have been hampered by lack of available stenographers but that the latter part of April 1954 the Bureau approved replacement of 5 stenographers who had left the New Haven Office. Efforts are being made to procure replacements as quickly as possible to alleviate their stenographic shortage. New Haven reports that the summary report program is receiving top priority attention in that Division.

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Detroit letter of April 29, 1954, reflects that a quota of 300 summary reports has been set for dictation during the month of May and that all Security Squad Agents have been instructed to concentrate on those reports, restricting other type of activity during that period to an operational minimum.

Seattle letter of May 4, 1954, reflects that during April 1954 a total of 62 summary reports had been completed. It was stated that Seattle was extremely short of stenographic personnel and that efforts to obtain additional stenographers had been unsuccessful as of the date of their letter, May 4, 1953. It was noted by Seattle that "There is no question that the summary report project will be completed, insofar as agent personnel can go, by deadline date but to get all of the reports transcribed and forwarded will tax the stenographic personnel to absolute limits, if in fact it can be done by July 14, 1954."

We have directed letters to the above four offices as well as other offices which have completed less than 80% of the summary reports, Los Angeles, Newark and San Diego, commenting upon their progress and reiterating the necessity of meeting the Bureau deadline of 7-14-54 without fail.

Attached is a table setting out the status of the program in the 15 offices we follow monthly, showing (1) the total number of summary reports scheduled (including Key Figure and Key Facility cases); (2) total completed as of 4-1-54; (3) total completed as of 5-1-54; (4) number yet to submit and (5) percentage completed.

ACTION:

We will continue to follow this program closely and you will be advised of its status as of June 1, 1954, promptly upon the receipt of the monthly status letters from the field.

STATUS OF SECURITY INDEX
SUMMARY REPORT PROJECT
AS OF MAY 1, 1954

(Including Key Facility and Key Figure Cases)

	Number Scheduled	Completed 4/1/54	Completed 5/1/54	Number To Submit	Percentage Completed
Baltimore	329	309	316	13	96%
Boston	413	403	404	9	98%
Buffalo	239	220	224	15	94%
Chicago	1,527	1,207	1,277	250	84%
Detroit	1,387	870	956	431	70%
Houston	60	49	50	10	83%
Indianapolis	264	227	234	30	89%
Los Angeles	2,510	1,351	1,694	816	68%
Newark	771	505	575	196	75%
New Haven	498	407	428	70	86%
Philadelphia	970	586	645	325	66%
St. Louis	171	126	137	34	80%
San Diego	104	65	72	32	70%
San Francisco	2,259	1,939	2,138	121	95%
Seattle	618	331	399	219	65%

[redacted]

ENCLOSURE 1

1670

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: May 17, 1954

FROM :

SUBJECT: SECURITY INDEX VERIFICATION PROJECT

DETAILS:

My memorandum of 1-29-54 contained a resume of the first 90 days operation of a special squad of 19 men to verify residence and/or employment of subjects of closed security cases in the New York Office. This procedure was approved by the Executives' Conference on 12-19-52, although actual inception by the New York Office was deferred until October, 1953, because of manpower considerations. During the first 90 days operation, the special squad made 1,603 verifications; of 1,197 cases assigned for verification at the end of that period, only 45 had been assigned for a period exceeding six months. The latter figure represented a considerable decrease, according to the New York Office.

Bulet to New York of 2-1-54, approved continuation of the special squad for an additional period of 90 days, specifying that the results be forwarded to the Bureau with comments as to any advantages or disadvantages noted. Further, New York was advised that if the continuation of the squad was recommended, arrangements should be made to rotate the Agents assigned.

Attached is New York letter of 4/30/54 reflecting that in the preceding 90 day period (1) 2,277 verifications have been handled by the special squad, which combined with verifications made by other Agents enables New York to maintain their verifications in current status, and (2) 1,281 cases are presently assigned to the special squad, 84 of which have been assigned for a period exceeding 45 days and are receiving close supervision.

On pages two and three of relet New York states that the special squad has proved advantageous for the following reasons:

a. The records are more centralized.

b. It is less difficult to ascertain the status of verifications since the agents doing most of the work are under one supervisor.

c. It eliminates the requesting of agents under other supervisors to do other than their regular work.

d. Agents on this squad because of specialization quickly learn the most efficient methods of verifying the residence and employment.

e. Since these agents have received photographic training there is maximum utilization of the photographic equipment supplied by the Bureau.

f. With a minimum number of agents handling verifications it is less difficult to pin-point the responsibility of determining the subject's whereabouts.

Relet notes that the work of the special squad had contributed to the expeditious handling of the recent service of subpoenas to the Nationalist Party of Puerto Rico members in New York.

It is stated that appropriate reassignments are being made as to personnel pursuant to Bureau instructions, and concludes by recommending continuation of the Verification Squad.

RECOMMENDATION:

That the Verification Squad of the New York Office be continued for an additional period of 90 days, at the end of which time we will again analyze its accomplishments.

If you approve, there is attached a letter to New York giving such authority.

1671

May 13, 1954

SAC, Baltimore

Director, FBI (

SECURITY INDEX - General
SPECIAL SECTION

Reurlet of May 3, 1954, captioned "Elijah Mohammed, was., Muslim Cult of Islam, aka, Internal Security - MCI," proposing a seventh breakdown of the Special Section of the Security Index to be designated "Muslim Cult Subjects."

Relet states that members of the Muslim Cult should be considered as a special group to be apprehended whenever there is an indication that the Cult leadership considers violence most appropriate. Further, it is stated that "If an attempt was made to carry this out, the Cult members on the Security Index might have to be apprehended without regard to an existing national emergency."

Thus, your proposal appears to be based upon the desire to separate the members of the Cult from the other individuals on the Security Index and maintain those names as a separate and distinct group in the Special Section.

While the Bureau agrees with your comments with respect to the potential dangerousness of the Muslim Cult, it is not felt that their designation for the Special Section is desirable. As you are aware, the existing breakdowns of the Special Section are dictated by the factors to be considered in apprehending those subjects in the event of a national emergency. These factors are noted and discussed specifically on pages 30c and 30d of Section 87C of the Manual of Instructions. Prior Bureau authority for the

apprehension of these persons is required, therefore, in order that the enumerated factors may be considered in relation to the national emergency as it may exist at the time the Emergency Detention Program is placed in operation.

The Muslim Cult offers no unusual problems such as those posed by the specific groups now carried in the Special Section. Muslim Cult members represent a positive threat to the internal security of this country and their apprehension need not and should not be impeded by the requirement of prior Bureau authority.

On the logical assumption that the Cult members may of their own initiative precipitate some form of violence at any time, it is pointed out that the members of this group carried in the Security Index can be separated and identified by mechanical processes at the Bureau. In such event the field will be advised immediately of the identities of the members of this group for apprehension. In view of the relatively small membership of the Muslim Cult, such procedure presents no particular problem and would supplement efforts of each field office to promptly ascertain from a review of Security Index cards and files the identities of its Muslim Cult of Islam subjects.

In summary, your proposal does not appear desirable at this time since (1) there are no factors which would dictate against the immediate apprehension of Muslim Cult members in the event of a national emergency and (2) their identities as individuals and as a group can be obtained at the Bureau, as noted above, in the event they undertake violence of their own initiative prior to a national emergency.

Your comments and suggestions in this matter are appreciated.

STANDARD FORM NO. 64

1672

Office Memorandum • UNITED STATES GOVERNMENT

TO : [redacted]

DATE: May 14, 1954

FROM : [redacted]

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of April 30, 1954, is set forth herein.

Pending active matters in the entire field in the security classifications decreased from 21,848 to 21,752. Delinquent matters increased from 6,617 to 6,757 with the resultant over-all statistical increase from 30.2% to 31.6%. A total of 27 offices reduced their security delinquency; 28 offices reduced the pending active matters. The delinquency in security cases in the New York Office increased from 2,188 to 2,191 or a percentage increase of from 39% to 41%. The number of pending active matters in the 100 classifications decreased in the New York Office from 4,524 to 4,328 and the delinquent items in this classification increased from 1,904 to 2,014 or statistically from 46% to 47%.

Letters being sent to 16 offices either instructing them to reduce backlog and delinquency or, in some cases commenting upon their progress in bringing their security cases to current status.

RECOMMENDATION:

The field will continue to be followed closely in this matter and you will be advised of the results of the review of the May, 1954, administrative reports.

Bufile [redacted]

[redacted]

RECORDED - 25 [redacted]

INDEXED - 26

12 MAY 21 1954

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file 5-Sun

50 MAY 26 1954

DETAILS:

Since December, 1951, we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March, 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The April, 1954, administrative reports from all offices reflect that the total pending active matters in the classifications 65, 100 and 105 decreased during this month from 21,848 to 21,752. The delinquent items increased from 6,617 to 6,757 which represents a statistical increase of from 30.2% to 31.6%. Twenty-seven offices were able to reduce their security delinquency over the past month and 28 offices effected a reduction in the pending active matters in the security classifications.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classifications	12-31-51	1-31-54	2-28-54	3-31-54	4-30-54
65	1,314	1,116	1,155	1,109	1,127
100	32,812	21,153	21,743	21,995	20,764
105	2,895	2,265	2,570	2,721	2,894
Total	37,021	24,531	25,468	25,825	24,785

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classifications	12-31-51	1-31-54	2-28-54	3-31-54	4-30-54
65	525	185	153	175	156
100	22,518	6,738	5,408	5,803	5,962
105	1,719	571	446	639	523
Total	24,762	7,494	6,007	6,617	6,757

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since January 31, 1953.

CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Date	Pending Active Matters	Delinquent Matters	Percentage Delinquent
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	5,580	34.3%
11-30-53	19,833	6,655	33.5%
12-31-53	19,947	6,749	33.2%
1-31-54	20,520	7,494	36.5%
2-28-54	21,488	6,007	27.9%
3-31-54	21,848	6,617	30.2%
4-30-54	21,752	6,757	31.6%

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December, 1951. These offices have approximately 80% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES
SECURITY INDEX COUNT AND FOR
65, 100 and 105 MATTERS

Office	Security Index Cards 4-15-54	Pending Active Matters 3-31-54	Pending Active Matters 4-30-54	Percentage Delinquent 3-31-54	Percentage Delinquent 4-30-54
* New York	6,278	5,581	5,377	39%	41%
Los Angeles	4,005	2,368	2,053	35%	44%
* San Francisco	2,240	1,187	1,378	20%	28%
* Chicago	1,525	1,085	1,086	31%	35%
* Detroit	1,389	1,059	1,008	25%	37%
* Philadelphia	1,145	1,000	1,005	30%	29%
Newark	806	1,089	1,129	24%	23%
Cleveland	676	492	451	30%	17%
* Seattle	677	364	559	43%	32%
Boston	629	727	717	21%	24%
Minneapolis	519	358	360	18%	17%
* New Haven	509	459	455	30%	28%
Total	20,398	15,769	15,578		

* Letters being sent to offices indicated. See page 7 herein.

The over-all statistics for the eleven offices other than the New York Office since July 31, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinqu (65-100-105)
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%
12-31-53	9,552	3,261	34.1%
1-31-54	9,814	3,318	33.8%
2-28-54	10,288	3,021	29.4%
3-31-54	10,188	2,998	29.4%
4-30-54	10,201	3,209	31.5%

New York Office

During 1953, the New York Office made a steady reduction in delinquent matters in the security classifications as well as a steady reduction in the case backlog. During November, 1953, the security delinquency dropped below 50% for the first time in 1953 to 47%. This was reduced even further in December to 43% as compared with January, 1953, delinquency of 76% in the security classifications. During January, 1954, however, New York delinquency in the security classifications took an upward trend, from 43% to 53%.

The April, 1954, administrative report reveals that its security delinquency increased during the past month from a percentage of 39% to 41%. The pending active security cases decreased in the New York Office from 5,581 for March, 1954, to 5,377 for April, 1954. Delinquent items increased from 2,188 as of March 31, 1954, to 2,191 as of April 30, 1954.

The New York Office has approximately 24% of the pending active matters in the 65, 100 and 105 classifications in the entire field. This office has approximately 30.9% of the number of delinquent items in these classifications throughout the field. The average delinquency in all other offices at the end of April, 1954, was approximately 27.2%. The New York delinquency increased from 39% to 41% as previously noted.

The bulk of the New York backlog and delinquency is in the 100 classification. During April, 1954, the number of pending active matters in the 100 classification in the New York Office decreased from 4,524 to 4,328. The number of delinquent matters in this classification increased from 1,904 to 2,014 or a statistical increase of from 46% for March, 1954, to 47% for April, 1954.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on April 30, 1954, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during April, 1954. It should be noted that many of the smaller offices have no pending matters in classifications 65, and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters 3-31-54	Pending Active Matters 4-30-54	Percentage Delinquent 3-31-54	Percentage Delinquent 4-30-54
* Miami	184	213	13%	34%
* Norfolk	43	48	18%	33%
* Charlotte	65	76	33%	33%
* Memphis	48	49	22%	31%
* St. Louis	352	314	20%	29%
* Savannah	26	21	26%	29%
* Springfield	135	129	26%	29%
* Pittsburgh	353	360	6%	28%
* Milwaukee	243	269	23%	26%
Cincinnati	333	335	25%	25%
Butte	59	58	9%	24%
Indianapolis	171	180	34%	24%
Denver	162	161	22%	24%
San Juan	259	239	19%	24%
Albany	291	319	13%	22%
Washington Field	1,019	1,168	33%	22%
Portland	119	106	15%	20%
Houston	73	68	18%	20%
Mobile	32	29	29%	20%
Baltimore	448	395	24%	17%
Oklahoma City	95	85	34%	17%
Buffalo	317	325	49%	16%
San Diego	216	238	22%	16%
Phoenix	77	67	17%	15%
Dallas	87	62	15%	14%
Little Rock	20	20	20%	14%
Louisville	64	58	8%	14%
Richmond	57	76	22%	13%
Kansas City	93	103	28%	12%
New Orleans	112	126	24%	12%
Atlanta	74	73	17%	11%
Omaha	67	55	33%	11%
Albuquerque	99	80	7%	10%
San Antonio	37	41	14%	10%
Anchorage	45	46	6%	8%
Salt Lake City	55	39	20%	5%
Knoxville	37	32	16%	3%
Birmingham	28	34	33%	3%
Honolulu	50	38	4%	0%
El Paso	34	39	6%	0%
Total	6,079	6,174		

* Letters sent to offices indicated regarding delinquent status.
See page 7 herein.

During April, 1954, 20 of the above offices were able to reduce their pending active work load and 21 offices reduced their delinquency.

The following figures illustrate the progress of the forty offices as a whole since June 30, 1952, as reflected in the administrative reports:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.6%
3-31-53	5,930	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%
11-30-53	5,180	1,355	26.1%
12-31-53	5,280	1,301	24.6%
1-31-54	5,562	1,444	25.9%
2-28-54	5,997	1,347	22.5%
3-31-54	6,079	1,431	23.5%
4-30-54	6,174	1,327	21.5%

Letters to the Field

As noted previously, we are sending letters to 16 offices either instructing them to take appropriate measures to bring the investigations in the security classifications to, or maintain them in a current status. Letters are being directed to the offices indicated by asterisks on pages four and six herein. It will be noted that the security delinquency of those offices for the month of April, 1954, appears in the extreme right hand column of the two lists on pages four and six.

UNRECORDED
5-5-54

[redacted]

Mr. William P. Rogers
Deputy Attorney General

May 5, 1954

Director, FBI

EMERGENCY DETENTION PROGRAM
FBI File

Reference is made to my memorandum of April 9, 1954, relating to Security Index subjects employed by the Federal Government.

Please be advised that information has been received from the field that was removed on April 13, 1954, from his employment with the Department of Interior in Alaska. Further, , an employee of the Department of Health, Education and Welfare in Detroit, and Seymour Edward Leventer, an employee of the Veterans Administration in Los Angeles, have been suspended from their Federal employment.

Any further information received in this matter will be forwarded to you promptly upon receipt.

UNRECORDED
5-11-54

(L) SECURITY INVESTIGATIONS OF INDIVIDUALS --

(A) PERSONAL OBSERVATION OF SUBJECTS

The Bureau desires that the physical characteristics of all Security Index subjects be determined through personal observation during the course of each investigation. Such a procedure is necessary in order to aid in the reporting of accurate descriptions and to prevent mistaken identities. Up to this time this determination has been made by Agents to whom Security Index subjects have been assigned for apprehension purposes; however, by separate instructions Security Index subjects will no longer be assigned to Agents for apprehension purposes prior to an emergency.

In order to be certain that the physical characteristics and description of each subject of a security-type case under investigation or included in the Security Index have been determined by personal observation the following procedure should be placed in operation immediately in all offices:

1. In the future during the course of the initial investigation in any security-type case, including Espionage and nationalistic tendency cases, the physical characteristics and description

UNRECORDED
5-11-54

of the subject shall be determined or verified by personal observation.

It will not be necessary to personally observe the subject in any case where preliminary investigation determines the basis for opening the case is unfounded. The above instructions are to be applicable only when a complete security-type investigation is conducted.

The subject should be personally observed, if possible, early in the investigation after it is determined that a complete investigation is warranted to develop the extent of the subject's activities and to determine whether a Security Index card is warranted. This action should be taken early in the course of developing complete background information regarding the subject (1) to determine the true identity and existence of the subject and (2) to assist in establishing that the subject of the investigation is the person against whom the subversive allegations have been made.

This instruction is applicable if a complete security investigation is conducted even though a Security Index card is not being recommended at the completion thereof.

The fact that for any reason it has not been possible to personally observe the subject during the investigation shall not be reason for delaying the submission of a Form FD-122 recommending the addition of the subject's name to the Security Index when it has been determined through the investigation that the subject is dangerous or potentially dangerous.

If a Security Index card is not being recommended after all logical investigation has been conducted and it has not been possible to personally observe the subject during the investigation, the case may be closed even though this has not been done. It is not desired that cases of this type remain open solely for the purpose of personally observing the subject.

UNRECORDED
5-11-54

If a Security Index card has been recommended and prepared and it has not been possible to personally observe the subject during the investigation, the case should remain open until such time as the subject is personally observed except where it has been determined that the subject is residing outside the continental United States, Hawaii, Alaska, or Puerto Rico, in which event the case shall be closed if there is no other pending investigation and the matter shall be followed administratively to be certain the subject is personally observed upon his return to this country.

When setting out a description in a report of a subject that has been personally observed, a statement to that effect shall be included among the sources of the description.

2. A notation or memorandum to the effect that the Security Index subject has been personally observed shall appear in the case file of every Security Index subject whose name is presently maintained in the Security Index. In most instances such a notation will already appear in those case files having been recorded there at the time the Security Index subject was personally observed by the Special Agent to whom the subject was assigned for apprehension purposes.

The Bureau does not desire that the check of all Security Index subject case files be made a project to determine whether all Security Index subjects have been personally observed. Each case file should be reviewed for this purpose at the time of the next six-months verification of employment and residence. If a review of the case file of a Security Index subject fails to reflect that the subject has been personally observed, this should be done the next time the employment and residence are verified and an appropriate notation or memorandum should then be placed in the individual case file.

UNRECORDED
5-11-54

(B) SECURITY INDEX - GEOGRAPHICAL SECTION

Present instructions require that each Security Index card in the Geographical Section of your Security Index be filed geographically by residence address in accordance with the needs of your office, the cards to be filed alphabetically under each geographical breakdown.

The question has been raised recently regarding authority being granted for field offices to set up an additional Geographical Section of the Security Index with cards filed under appropriate geographical breakdowns by employment addresses to be used if arrests are started at the time of day when employed subjects are at their places of employment.

The Bureau has considered this problem previously at which time a survey in ten field offices indicated that the offices believed the residence address is a more permanent address than the employment address of a subject and that there would be a considerable increase in administrative and investigative time to keep an employment breakdown up to date. In smaller cities or in cities in which there are only a few Security Index subjects, it was felt that little or no benefit would be derived from having an additional geographical breakdown by employment and the administrative burden in keeping such an administrative device up to date far offsets any benefits to be derived.

This matter has been carefully reconsidered at the Bureau and you should be guided in the matter by the following instructions:

1. The Bureau will continue to forward to you two copies of each Security Index card. One of the copies shall be filed in the Alphabetical Section of the Security Index and the other copy will be filed in either the Geographical Section, Special Section, or Unavailable Section, depending on the facts in each case. The card which is received from the Bureau that is filed in the Geographical Section shall be filed by residence breakdown geographically in accordance with the needs of your office, the cards to be filed alphabetically under each geographical breakdown. The above restates existing instructions.

UNRECORDED
5-11-54

2. If you believe the size of your Security Index and the needs of your office warrant an additional Geographical Section in which cards will be filed by employment addresses and that such a procedure will materially assist you in making the apprehensions, you should request Bureau authority to maintain this additional Geographical Section.

If the authority is granted it will mean that you will have (1) a Geographical Section in which all Geographical Section Security Index cards are filed geographically by residence addresses and (2) a Geographical Section in which the Security Index cards are filed geographically by employment addresses.

In connection with the filing of cards in the additional Geographical Section by employment, it will be necessary also to include, in that additional Section, Security Index cards for individuals who are unemployed or whose employment is not known filed by residence addresses since each of the two Geographical Sections must contain copies of the cards for all Geographical Section subjects.

In this manner you have two complete Geographical Sections, the only difference being that in the additional Section the cards of individuals whose employment is known will be filed by employment addresses rather than by residence addresses. This will permit you to use the appropriate Geographical Section depending on the time of day the arrests are started.

If the additional Geographical Section by employment is authorized both Geographical Sections shall have the same geographical breakdowns. For example, the Security Index card for an unemployed housewife will be filed under the same geographical breakdowns in the Geographical Section by residence and the Geographical Section by employment. In view of the great number of amended Security Index cards prepared daily, the Bureau will continue to send only two Security Index cards for each subject

UNRECORDED
5-11-54

to a field office even though the additional Geographical Section is authorized. This uniform practice is necessary to save clerical and administrative time at the Bureau. To set up and maintain the additional Geographical Section by employment, it will be necessary for you to prepare a duplicate of each Security Index card maintained in the Geographical Section of your Security Index by residence including the data on both sides of each card. Photographs should also be attached to the cards prepared in your office.

The corresponding cards for a Security Index subject in the Geographical Section by residence and the Geographical Section by employment will each contain the exact data at all times and appropriate adjustments must be made in each Section on a continuing basis as cards are added, deleted or changed.

Authority to maintain a third Security Index card for a subject will apply only in those cases where Security Index cards are maintained in the Geographical Section of your Security Index and it will have no application to cards tabbed for the Unavailable or Special Sections in which instances only two Security Index cards shall be maintained for each subject.

In submitting your request for authority to maintain a Geographical Section by employment for your Security Index you should fully explain the reasons in support and justification of the recommendation.

Very truly yours,

John Edgar Hoover

Director

Attachment for (E)

5/11/54
SAC LETTER NO. 54-24

Office Memorandum • UNITED STATES GOVERNMENT

UNRECORDED

DATE: April 30, 1954

TO :

FROM :

SUBJECT: SECURITY REPORTS
SUGGESTION NUMBER 191-54

Attached hereto is a suggestion which originated in the New York Office pertaining to the reference to organizations cited by the Attorney General under Executive Order 10450 in security reports. The suggestion proposed that to avoid frequent repetition in the report to citations by the Attorney General that the first paragraph of the details under the caption "Affiliation with Communist Movement" the following statement appear: "Those organizations preceded by an asterisk have been designated by the Attorney General pursuant to Executive Order 10450."

The suggestion has been referred to the Internal Security Section for comment.

Current instructions relating to this matter appear in Section 87-B, 3, page 13 of the Manual of Instructions and state, "Whenever an organization or publication is mentioned in a report and the connection of the organization is set forth for the purpose of showing the subversive ramification, that organization or publication should be described with a short authoritative sentence clearly showing the subversive ramification."

It will be noted, therefore, that existing instructions do not specify any particular place or manner for describing a cited subversive organization. However, as a matter of general practice, such organizations are cited or described immediately after the organization is first mentioned in the report. This procedure allows the reader to immediately note the subversive character of the organization, which citation assists in his evaluation of the report.

It should also be noted that this suggestion apparently is intended to apply only to organizations cited by the Attorney General. Reports will, however, contain references to other subversive organizations which have been cited by Congressional committees, state investigative committees and those described by informants as being a locally Communist-dominated or controlled organization. A similar "asterisk system" for describing organizations other than those cited by the Attorney General would be impossible because of the various descriptions and citations.

4-30-54

The Internal Security Section believes that this suggestion should not be adopted for the following reasons:

(1) The suggestion presupposes that the present practice used in describing organizations cited by the Attorney General presents a real burden upon the field which would be relieved by the adoption of the suggestion with resultant savings in personnel time and in materials used to prepare security reports. However, because of the current simplified means of describing organizations cited by the Attorney General, that is, "(organization) has been designated by the Attorney General of the United States pursuant to Executive Order 10450," no real burden is placed upon the field and resultant savings in time and in material would be extremely small.

(2) The adoption of the suggestion would greatly increase the percentage of possible errors in inaccurate reporting of cited organizations. A minor typographical error resulting in either the omission of an asterisk or the insertion of an asterisk improperly would affect the entire contents and the evaluation of the report. Such omission or improper use of the asterisk could well result in embarrassment to the Bureau where the report is disseminated.

(3) If adopted, the suggestion would require closer review of reports, both in the field and at the Seat of Government, to insure that proper use has been made of the asterisk. This would result in a slowdown of the movement of reports which would overcome any small saving in time and material which might result from the adoption of the suggestion.

RECOMMENDATIONS:

(1) That this memorandum be referred to the Training and Inspection Division to indicate that the Internal Security Section does not favor the adoption of this suggestion.

(2) This suggestion should also be referred to the Investigative Division for its consideration, as reference is also made to organizations cited by the Attorney General in applicant-type investigations and in investigations relating to the Security of Government Employees Program and to investigations relating to employees of the United Nations.

UNRECORDED
5-4-54

(O) SECURITY INDEX - PREPARATION OF SUMMARY REPORTS -- Under existing instructions, reports are submitted each six months in Key Facility and Key Figure Security Index cases and each three months in Top Functionary cases. In addition, present instructions require that after the submission of an initial summary report in these types of cases, a supplemental summary report should be submitted each year thereafter. The yearly summary report thus restates the data set out in the intervening investigative reports. This is a duplication of work.

In all other Security Index cases in which an initial summary report has been submitted, present instructions require that annual supplemental summary reports be prepared. It will be seen that if in the interim investigative reports have been submitted either by the office of origin or an auxiliary office, duplicate reporting is also involved in the preparation of the supplemental summaries in those cases.

Since our investigative reports are fully documented and are suitable for dissemination, it does not appear that the duplication of reporting entailed in the supplemental summary reports is justified.

Bureau instructions are being amended to discontinue the supplemental summary report program in Security Index cases. Supplemental summary reports will hereafter be prepared on those subjects only upon specific Bureau authority in individual cases.

Thus, Bureau instructions as amended herein will require after submission of an initial summary report, (1) semiannual investigative reports in Key Facility and Key Figure cases (2) quarterly investigative reports in Top Functionary cases and (3) annual investigative reports in all other Security Index cases.

Any supplemental summary reports now in the process of preparation should be completed and submitted in due course.

Appropriate changes in the Manual of Instructions are being prepared and will be forwarded separately to the Field.

Very truly yours,
John Edgar Hoover
Director

Attachment for (K)

5/4/54
SAC LETTER NO. 54-23

UNRECORDED

May 12,1954

EMERGENCY DETENTION PROGRAM
Bufile

DETAILS: Security Index General

We follow the field weekly on the status of Security Index subjects in Federal employment. The field advises by airtel of the status of these subjects as of each Friday.

As of Friday, May 7, 1954, a total of 15 Security Index subjects were carried on Federal rolls, seven of whom are currently suspended. These individuals are:

It may be noted that ..... is an addition to the foregoing list, having been employed recently at the Veterans Administration Hospital in . A full field investigation under Executive Order 10450 was opened on May 3, 1954.

The status of the remaining subjects listed remained unchanged from last week according to the airtels received from the field.

RECOMMENDATION:

If you approve, there is attached a letter to Deputy Attorney General, advising of the addition of to the list of Security Index subjects in Federal employment.

UNRECORDED
5-12-54

[redacted]

May 12, 1954

Deputy Attorney General

Director, FBI

EMERGENCY DETENTION PROGRAM
FBI File

Reference is made to previous communications relating to Security Index subjects employed by the Federal Government.

Please be advised that , a Security Index subject, has been employed recently as a kitchen helper at the Veterans Administration Hospital, Hines, Illinois. A full field investigation under the provisions of Executive Order 10450 is in progress and the results will be forwarded upon completion to the Civil Service Commission and the Department in accordance with existing procedures.

Investigative reports concerning , " are bearing the character, " in the possession of the Records Administration Branch of the Department.

Any further information in this matter will be furnished to you promptly upon receipt.

UNRECORDED
4-20-54

(E) SECURITY INDEX - UNAVAILABLE SECTION -- Your attention is directed to SAC Letter 53-30 which set forth instructions for the institution and maintenance of the Unavailable Section of the Security Index concerning those individuals who are out of the country, imprisoned or missing.

In order to insure that those cases relating to individuals whose names are included in the Special Section of the Security Index will continue to receive special attention, the instructions set forth in SAC Letter 53-30 are hereby amended to provide that the Security Index cards relating to Special Section subjects will continue to be maintained in the Special Section rather than in the Unavailable Section. When it is determined that a

Special Section subject has left the country, been imprisoned or is missing, a Form FD-122 shall be submitted to the Bureau with the appropriate Unavailable category designated as provided in the above-mentioned SAC Letter. New cards retaining the Special Section designation as well as indicating the Unavailable category will be prepared. Upon receipt of these amended cards from the Bureau the field will file one copy in the Special Section of the Security Index and one copy will be filed in the Alphabetical Section.

RECORDED

May 4, 1954

EMERGENCY DETENTION PROGRAM
Bufile

eea

DETAILS: Security Index - General

Your memorandum to of April 26, 1954, noted that under the Director's instructions we are following the field closely on the matter of Security Index subjects in Federal employment. We are requiring the field to advise by airtel of the status of these subjects as of each Friday.

Your memorandum of April 26, 1954, above, reflected that according to our files as of that date a total of 14 Security Index subjects remained in Federal employment, six of whom were suspended. These subjects were:

By memorandum of May 3, 1954, we advised , Deputy Attorney General, that , a Security Index subject, is now employed by the Smithsonian Institute and is being investigated under EO 10450.

The airtels have been received from the field reflecting the status of these subjects as of April 30, 1954. It has been determined that ., a Department of the Interior employee in Alaska, was removed on April 13, 1954, and ---- , employed by the Department of Health, Education and Welfare in Detroit, and , a Veterans Administration employee in Los Angeles, have been suspended.

The list of Security Index subjects carried on Federal rolls now stands at 14, with 7 suspended.

RECOMMENDATION:

There is attached for approval a memorandum to , Deputy Attorney General, advising of the above developments concerning

1674

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: May 20, 1954

FROM :

SUBJECT: SECURITY INDEX -
Bufile

DETAILS:

Attached is a memorandum from , Assistant Attorney General, to , Deputy Attorney General, of 5/14/54 concerning the status of a total of 41 Security Index subjects called to the attention of the Department as of 5/5/54. Two other interdepartmental memoranda of 5/14/54 relating to the same matter are also attached.

We have called these cases to the attention of the Department by memoranda and have advised them of changes in status. As the attached memorandum of 5/13/54 indicates, the 41 names were furnished by our memoranda of 9/16/53 and subsequent dates as the cases developed.

A review of our files reveals that our records are in agreement with the tabulation compiled by the Department. We are now following these cases on a weekly basis and are bringing any changes reported by the field to the attention of the Department promptly upon receipt.

With regard to the individual retained in Government, referred to in the attached memorandum from to of 5/14/54, this person is identified as an employee of the (Department of the Interior). My memorandum of 5/19/54 to you captioned "Emergency Detention Program" noted that resigned 5/13/54, effective 6/30/54 and set out the investigative history of that case.

ACTION:

None; this is for your information.

1675

May 13, 1954

Deputy Attorney General

Assistant Attorney General
Criminal Division

Status of Government employment of certain individuals investigated under EO 10450 (as of 5/5/54)

SECRET

Reference is made to the memorandum by which I furnished the status, as of April 21, 1954, of the Government employment of the 39 U.S. Government employees whose names were called to the attention of the Department as having been listed on the Security Index.

According to information available in the Criminal Division as of May 5, the following is the status of the 30 cases which were called to the attention of the Department on 9-16-53:

No longer in Government employ	-	20
Suspended pending final action	-	6
Being processed in Army	-	2
Removed from Security Index	-	1
Retained	-	1

The status of the nine cases called to the attention of the Department after 9-16-53 is as follows:

No longer in Government employ	-	5
Suspended pending final action	-	4

The change in the status of the 9 cases mentioned above is the result of the suspension of on 4-16-54 and the separation of on 4-13-54 for "Falsification of application regarding affiliation with subversive organization".

In addition to the 39 cases discussed above, the FBI on 4-23-54 reported two new cases as follows:

Name	Employment	Status

EX-129

1676
5-14-54

The Attorney General

Deputy Attorney General

Status of Government employment of certain individuals investigated under
(as of 5/5/54)

Attached is an up-to-date report on the above subject which I have just received from the Criminal Division.

1677

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: May 21, 1954

FROM :

SUBJECT: SECURITY INDEX

During the past week, 79 new cards were added to the Security Index and 32 cards were cancelled, a net increase of 47 cards.

The Security Index count as of today is 25,277.

ACTION:

None. This is for your information.

1678

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 14, 1954

FROM :

SUBJECT: SECURITY INDEX
Bufile

The following is a report on the increase in the Security Index since the last count was furnished to you on April 9, 1954.

Week of	New Cards Added	Cards Cancelled	Net Increase
April 10-16	81	18	63
April 17-23	57	17	40
April 24-30	67	15	52
May 1-7	59	17	42
May 8-14	77	15	62
Total	341	82	259

For your information, during the preceding four-week period 263 cards were added and 86 cards were cancelled, a net increase of 177 cards.

The Security Index count as of today is 25,980.

ACTION:

This is for your information.

UNRECORDED

May 18, 1954

EMERGENCY DETENTION PROGRAM
Bufile

We follow the field weekly on the status of the Security Index subjects in the Federal Government. The field advises us by airtel of the status of these subjects as of each Friday.

As of Friday, May 14, 1954, a total of 15 Security Index subjects were carried on Federal rolls, 3 of whom are currently suspended. One of the subjects, , has submitted his resignation to the Department of the Interior not effective, however, until the close of business These 15 individuals are:

Until the final separation of , above, he will remain included in the Special Section of the Security Index since until that time he remains on Government rolls. Portland has advised that he will be employed until his resignation being paid for only the time he actually serves on his job with the , Department of the Interior.

Los Angeles airtel of May 14, 1954, in this matter reflects that has been suspended indefinitely by the Treasury Department, Internal Revenue Service.

RECOMMENDATION:

If you approve, there is attached a letter to , Deputy Attorney General, advising of the resignation of and the suspension of from their respective employments.

1679

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 5/20/54

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "Special Lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section records as of May 14, 1954.

Attachments

RECEIVED FBI

1679

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Comsab
DC	Detcom
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary
UN	Unknown
AEP	Atomic Energy Program Employees
BUL	Bulgarian
COM	Communist Party, USA
ESP	Espionage subjects
FGE	Foreign Government Employees
GOV	United States Government Employees
HUN	Hungarian
ISL	Independent Socialist League
MIS	Miscellaneous
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
UNE	United Nations Employees
UPR	Union of the People for the Establishment of the Republic of Puerto Rico
YUG	Yugoslavian

Encl

-1679

SECURITY INDEX CARDS STATISTICS - BY FIELD OFFICE

[illegible] AS OF [illegible] 1954

(1) FIELD OFFICE	(2) TOTAL	(3) NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION COM	NTL	ISL	NPR	PPA	RNL	RUS	SWP	YUG	UFR	MUN	MIS
	25,222	23,593	1	204	405	57	1	41	804	22	6	8	110
[illegible]	275	270		1				3	1				
[illegible]	44	44											
[illegible]	25	24							1				
[illegible]	13	12			1								
[illegible]	324	310		4					4				6
[illegible]	12	12											
[illegible]	631	602				2			26	1			
[illegible]	254	207		3				2	42				
[illegible]	83	83											
[illegible]	53	53											
[illegible]	1531	1369		35	21	16		1	61	7			21
[illegible]	196	188							2				6
[illegible]	683	629		12			1		37	3			1
[illegible]	47	47											
[illegible]	180	180											
[illegible]	1386	1261		22		3			80	1			19
[illegible]	14	14											
[illegible]	83	83											
[illegible]	71	67							4				
[illegible]	265	257				7			1				
[illegible]AS CITY	44	43		1									
[illegible]	8	8											
[illegible]	22	22											
[illegible]	4042	3847		34		3		6	122	2			28
[illegible]	27	27											
[illegible]	25	25											
[illegible]	125	121				4							
[illegible]	318	291							27				
[illegible]	520	440		2					78				
[illegible]	3	3											
[illegible]	813	775		3	6				25			1	3
[illegible]	513	510			1				2				
[illegible]	65	65											
[illegible]	6391	6076	1	36	97			20	141	8		1	11
[illegible]	15	15											
[illegible]A CITY	39	38							1				
[illegible]	48	48											
[illegible]	1156	1096		14	1			2	40				3
[illegible]	93	89				2			2				
[illegible]	411	385		7					17				2
[illegible]	215	211		2					2				
[illegible]	26	25											1
[illegible]	172	167							5				
[illegible] CITY	77	77											
[illegible]	30	29							1				
[illegible]	196	194							2				
[illegible]	2250	2169		19				4	54				4
[illegible]	375	94			275						6		
[illegible]	9	9											
[illegible]	680	649		9					22				
[illegible]	101	98							3				
[illegible]	251	241			1			3	1				5

(1) FIELD OFFICE	(4)* DC	CS	HP	TP	(5) SEX MALE	FEMALE	(6) CITIZENSHIP STATUS NB	NA	AL	UN	(7) RACE WHITE	NEGRO	OTHER	(8)* SPECIAL SECTION AEF	[redacted]	[illegible]	GOV	[illegible]	[illegible]
	10,552	7,951	1,18[illegible]	48	16,180	9,042	19,236	5,271	674	149	22,652	2,324	254	1		56	15	6	[illegible]
[illegible]	127	67	21	1	175	100	211	52	7	5	251	22	2						
[illegible]	20	16	[illegible]		27	17	39	2	3		42	1	1						
[illegible]	9	6			19	6	21	4			24	1							
[illegible]	6	5			9	4	12	1			10	3							
[illegible]	192	114	44		198	126	243	74	7		287	37					1		
[illegible]	9	4	1		8	4	12				10	2							
[illegible]	268	204	26	3	410	221	491	129	6	5	593	38							1
[illegible]	153	96	26	1	174	80	209	33	7	5	217	37							
[illegible]	40	26	10		59	24	75	7		1	83								
[illegible]	34	29	2		36	17	53				45	8							
[illegible]	687	590	124	6	1051	480	1088	377	48	18	1249	275	7				2		7
[illegible]	92	45	17		132	64	158	34	3	1	152	44							
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[illegible]	26	20	5		33	14	41	4	2		42	5							
[illegible]	79	53	17		116	64	155	13	6	6	164	14	2						
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[illegible]	8	7	1		9	5	11	1	2		14								
[illegible]	40	3	17		65	18	71	5	6	1	29	1	53						
[illegible]	41	21	10		53	18	63	5	3		55	15	1						
[illegible]	118	93	14	1	185	80	187	63	8	7	229	36							
[illegible]AS CITY	15	3	4		32	12	41	3			41	3		1					
[illegible]	3	2			5	3	8				8								
[illegible]	14	5	1		17	5	20	2			13	9							
[illegible]	1398	1116	99		2284	1758	3013	934	82	13	3786	220	36				2		2
[illegible]	17	11	3		19	8	27				24	3							
[illegible]	14	1	2		18	7	24	1			18	7							
[illegible]	56	37	5		83	42	75	44	4	2	121	3	1						
[illegible]	129	110	9	1	224	94	255	59	4		298	16	4						
[illegible]	176	162	24	2	349	171	440	72	6	2	504	15	1				1		
[illegible]	3	[illegible]			3		3				3								
[illegible]	407	297	88		564	249	629	172	10	2	738	70	5				1		
[illegible]	182	166	32	1	326	187	355	149	8	2	472	40	1						
[illegible]	28	19	6		43	22	53	9	2	1	52	12	1						
[illegible]	2263	1734	172	14	4016	2375	4661	1519	166	45	5838	479	74			24	1	5	8
[illegible]	5	4	1		13	2	11	4			12	3							
[illegible]A CITY	19	11	5		28	11	38	1			31	8							
[illegible]	18	14	4		36	12	46	2			44	4							
[illegible]	452	403	42	9	736	420	903	241	11	1	1040	115	1						
[illegible]	41	15	2	1	64	29	67	23	2	1	88	5					1		
[illegible]	173	144	33	1	308	103	288	110	10	3	355	56							
[illegible]	80	67	19		151	64	188	23	3	1	212	3					1		
[illegible]	11	9	4		17	9	23	2	1		21	5							
[illegible]	97	61	26		115	57	144	24	3	1	131	41							
[illegible] CITY	38	27	7		48	29	73	4			73	4							
[illegible]	15	11	4		18	12	25	3	2		29	1							
[illegible]	86	41	5		119	77	149	34	9	4	181	13	2						
[illegible]	1155	795	95	2	1328	922	1848	338	56	8	1996	214	40			1	1		
[illegible]	220	116	12	1	341	34	372	2	1		323	43	9						
[illegible]	2	2			6	3	9				5	4							
[illegible]	298	237	24	2	447	233	602	58	15	5	626	47	7						
[illegible]	43	36	4		73	28	82	18	1		87	14							
[illegible]	108	83	12		148	103	187	56	7	1	220	31				11	1	1	

*Items do not add to total column but are included in Sections 3, 5, 6 and 7.

1677

1680

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: May 24, 1954

FROM

SUBJECT: SECURITY INDEX
Bufile

DETAILS:

The Security Index files are maintained in Rooms and in steel cabinets - six for the Security Index cards, one for related files. Four separate keys are required to open these cabinets, which keys are maintained in the Tel-Kee cabinet in your office.

Under previous procedure, the keys have been obtained each morning by a clerical employee prior to 9:00 a.m. on work-days. After our cabinets in Room have been opened, the keys have been returned promptly to your office and replaced in the Tel-Kee cabinet. The Security Index cabinets are, of course, locked at the close of each work day.

To insure maximum security with regard to our Security Index cards, the following change in procedure is being inaugurated, effective immediately. Henceforth, the four keys which open the afore-mentioned seven Security Index cabinets will be kept in your desk under your immediate control and, at night, on weekends and holidays, under the control of Supervisors assigned to duty in your office. These four keys have been placed in a three by five box labeled "Security Index Keys," which box has been placed in your desk.

The practice being instituted will assist in assuring maximum security for the Security Index card files.

RECOMMENDATION:

That a copy of this memorandum be placed in the Weekend Duty Folder in your office in order that its contents may be available to the Supervisors assigned to your office on nights, weekends and holidays. The latter personnel are reminded of the established policy that under no circumstances are the Security Index cabinets to be opened by clerical personnel during non-work hours. They may be opened by individual Supervisors only upon extreme emergencies and then only with specific approval and instructions of you or me or persons acting in either of our absences. If under such emergency, recourse is had to the Security Index cabinets, under no circumstances may any card be removed.

1681
5-14-54

Assistant Attorney General, Criminal Division

Deputy Attorney General

Status of Government employment of certain individuals investigated under
(as of 5/5/54)

Referring to your memorandum of May 13, 1954, on the above subject, I would like to know the name of the one person who was retained, what Department he is in and the circumstances of his retention, and whether you think we should take any further action.

UNRECORD
5-18-5

(T) SECURITY INDEX CARDS - DATA LISTED ON REVERSE SIDE - FBI FORM BOOK -- Your attention is directed to Section 87-C B(5) set forth on pages 30a and 30b of the Manual of Instructions, which provides that the reverse side of the Security Index Card of a subject must include a complete description, a photograph and a notation that a has been posted. The dangerous characteristics of the subject, as well as his possession of firearms, should likewise be listed.

As a result of inquiries and suggestions from the field, you are advised that the reverse side of the Security Index Card may include data which would be an aid in effecting the apprehension of a subject, such as, directions to the subject's residence and employment where such are situated in unusual locations. A listing may also be made of the number of minor children and aged dependents who reside with the subject.

In connection with the provisions of the Manual of Instructions it should be noted that the instructions should not be considered as being all-inclusive and additional information may be added where such is necessary for a more complete description and where such information would be of assistance in apprehending the subject.

However, data identifying a cooperative neighborhood and employment source, information concerning the location of the police station or temporary place of detention to which the subject would be delivered upon apprehension, and descriptive data concerning his automobile and its license number may not be included on the reverse side of a Security Index Card. It is believed that such information would be subject to constant change and would place a continuing burden upon the field which would overcome its value as an aid in effecting the subject's apprehension.

5/18/54
SAC LETTER NO. 54-26

UNRECORDED
5-18-54

SECURITY INDEX - VERIFICATION OF RESIDENCE AND EMPLOYMENT

The field has suggested that Form FD-154 which is used by the field to verify the residence and employment of Security Index subjects on a six months' basis be revised to reflect the fact of the subject's employment in a key facility, its tabbing for Detcom and Comsab, the fact that a photograph has been secured and that a Security Flash Notice has been posted. It has also been suggested that provision be made to indicate a cooperative employment source of information and a cooperative neighborhood source of information. It appears that the suggested changes would assist in the periodic verification of an individual's employment and residence and would serve as a continuing check on the accuracy and completeness of the other information set forth on the Security Index Card.

Attached hereto is one copy of the revised form which should be placed in the FBI Form Book maintained by your office. Form FD-154 (10-21-53) should continue to be used until the present supply has been depleted.

UNRECORDED

May 18, 1954

KEY FACILITIES LIST
PLANT INFORMANTS
SECURITY INDEX - ADJUSTMENT
TO KEY FACILITIES LIST
Cont,

In my memorandum to dated February 2, 1954, I advised of the receipt of a new Key Facilities List designated KFL (G) from the Department of Defense. Appropriate state sections were sent to the field as enclosures to SAC Letter 54-8 dated February 9, 1954. Appropriate instructions as to the handling of the Plant Informant Program and the Security Index Program which may be affected by changes in the KFL have previously been issued to the field in SAC Letter 53-12 dated February 3, 1953.

Change number 1 to KFL (G) has now been received and should be distributed to the field.

RECOMMENDATION:

It is recommended that change number 1 of KFL (G) be distributed to the field. Attached is a suggested SAC letter.

UNRECORDED

May 19, 1954

EMERGENCY DETENTION PROGRAM
Bufile

Attached is a copy of an interdepartmental memorandum dated May 17, 1954, from the Attorney General to , Deputy Attorney General, relating to Security Index subjects in Federal employment. The attached refers to other Departmental correspondence dealing with Security Index subjects who are employed by the Federal Government and indicates that the Department is following these cases very closely with the agencies concerned.

The Attorney General in noting that one such subject has been retained in his Government employment, raises the question of whether on the basis of facts brought out in the Agency's investigation leading to clearance it would not warrant removing him from the Security Index. He asked for comments in that regard.

The latter portion of the Attorney General's memorandum relates to lists of 173 cases and 15 cases apparently included in memoranda directed by to of the Department. The 15 names are those forwarded by our memoranda addressed to the Attorney General under date of April 9, 1954, and specifically named therein as Security Index subjects. The list of 173 names was also mentioned in the same memorandum to the Attorney General of April 9, 1954, and were distinguished therein as not included in the Security Index. They were originally referred to the Department by a memorandum dated February 2, 1954, bearing the caption "Security of Government Employees," originating in the Employees Security Section.

With regard to the Security Index subjects in Government, we have brought these cases to the attention of the Department by separate memoranda. We have set up procedure whereby the field advises on a weekly basis of the status of these subjects as of each Friday. Any changes in the list of such subjects in Government are forwarded to the Department by memorandum promptly upon receipt.

A review of our records reveals that the one case of a Security Index subject retained in Government employment is

UNRECORDED

May 19, 1954

Deputy Attorney General

Director, FBI

EMERGENCY DETENTION PROGRAM
FBI File

Reference is made to previous communications regarding Security Index subjects employed by the Federal Government.

The names of and have previously been called to your attention as Security Index subjects employed by the Treasury Department and the Department of the Interior, respectively. Both of these individuals were listed in the attachment to my memorandum directed to the Attorney General dated April 9, 1954, in this matter.

Information received from the field also indicates that , employed by the Internal Revenue Service, Treasury Department, was suspended indefinitely by that Agency, effective .

Any further information in this matter will be brought to your attention promptly upon receipt.

[redacted]

list

1682

Assistant Attorney General [redacted]
Criminal Division

May 20, 1954

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:

Foreign Government Employees
United Nations Employees
Pro-Tito Yugoslavs
U. S. Government Employees
Atomic Energy Program Employees

[redacted]

RECORDED - 76
X-129

[redacted]

MAY 28 1954
132

[redacted]

JUN 4 1954

UNRECORDED

May 25, 1954

EMERGENCY DETENTION PROGRAM
Bufile

DETAILS:

We follow the field weekly on the status of the Security Index subjects employed by the Federal Government. The field advises us by airtel of the status of these subjects as of each Friday and, in addition, under our instructions forward any information developed during the week upon its receipt.

We will continue to follow these cases closely and bring any additional developments to your attention upon receipt.

UNRECORDED
5-14-54

Office Memorandum • UNITED STATES GOVERNMENT

DATE: May 14, 1954

TO :

FROM :

SUBJECT: EMERGENCY DETENTION PROGRAM
SECURITY OF GOVERNMENT EMPLOYEES

memorandum to the Director of April 8, 1954, set forth facts in reply to the request of , White House, concerning the so-called "pick up list" which the White House desired. The list in question showed that 13 persons on the Bureau's Security Index were presently employed in Government. This list was supplied to the White House pursuant to their request. At the time this list was given to , he informed that intended to take immediate action to have the persons in question dismissed.

Today (5-14-54) while at the White House on other business, informed that all of the persons on the list of 13 have been separated from the Government; he did not mention by what means or the effective dates of resignation.

In this same regard of the Department of the Interior informed on May 13, 1954, that they were accepting the resignation of , who is employed on the

ACTION:

A copy of this memorandum is being made available to the Employees Security Section of the Investigative Division, as well as the Internal Security Section of the Domestic Intelligence Division as it may be advisable for the Bureau to check the place of employment of these 13 persons to obtain complete facts concerning their dates of separation from Government service.

UNRECORDED

May 18, 1954

EMERGENCY DETENTION PROGRAM
Bufile

By memorandum of April 8, 1954, from , to the Director, it was recommended and approved that the thirteen persons employed by the Federal Government who were included in the Security Index be furnished to , in the office of the , White House, pursuant to his specific request.

Attached is memorandum to dated May 14, 1954, noting that on that date informed that all of the persons on the list of thirteen have been separated from the Government although he did not mention by what means or the effective dates of separation. The attached memorandum also notes that the Department of the Interior has accepted the resignation of , one of the thirteen individuals furnished to

With regard to , Portland airtel of May 14, 1954, under the Security Index caption, states that his resignation is not actually effective until .

We follow the field each week on the status of the Security Index subjects carried on Federal rolls and the offices having such subjects advise us as to the status of these individuals as of each Friday. In checking our records which include airtels reflecting the status of the Security Index subjects in Government, as of May 14, 1954, it appears that ten of the above thirteen individuals are still carried on Federal rolls although eight of them are suspended. The ten include:

Of these, are not suspended, although their cases are reported to be under study by the U. S. Army by whom they are employed. Of the thirteen names furnished the White House with the above memorandum of April 8, 1954, the following have been removed: ; , the latter under the circumstances noted above.

UNRECORDED
5-18-54

RECOMMENDATION:

To clarify this matter it is recommended that contact ., above, to acquaint him in gene terms with the status of the thirteen individuals as set out above as reported by our field offices and to obtain from any specific details he may have regarding the removal of the remaining ten subjects from Federal rolls.

UNRECORDED

May 25, 1954

EMERGENCY DETENTION PROGRAM
Bufile

memorandum to you of May 10, 1954, set forth status of employment by the Government of 13 employees listed on the Bureau's Security Index list. This list had previously been given to the White House and

, of office, had informed on May 14, 1954, that all the persons had been separated from Government service.

As requested in the attached memorandum, discussed this matter with again on May 21, 1954, and pointed out to him that of the 13 original names, our records reveal that only 3 have been removed from Government rolls and that in the case of ; although he had been removed from the Department of Interior rolls, the effective date of his resignation is not until was further told that with reference to the remaining 10, 8 - although carried on the rolls - have been suspended; 2 of the 13 are still on the rolls and still on active duty, namely and

inquired of as to his knowledge as previously reported that all of the persons had been removed. stated that he had been misinformed by the several departments and that he had only recently been informed by the Department of the Army that they are taking administrative action against but gave the White House no indication as to when final action would be had.

stated that he appreciated the Bureau's informing him of the latest development on these cases and that he intended to press these several departments further to get these persons not only suspended but completely removed from the Government rolls.

For your information. The Internal Security Section of the Domestic Intelligence Division and the Security of Government Employees Section of the Investigative Division have been supplied with copies of this memorandum.

UNRECORDED
5-27-54

AIR-TEL

NEW YORK, NEW YORK
5/27/54

BUREAU

SECURITY INDEX - SPECIAL SECTION. REBUAIRTEL 5/19/54 CONCERNING
, WAS, SUSPENDED ARMY EMPLOYEE.

ADVISED ON 5/27/54
THAT THE SUBJECT WAS SENT A REMOVAL NOTICE VIA REGISTERED
MAIL TO LAST KNOWN ADDRESS
ADVISED IT IS NOT KNOWN IF SUBJECT HAS RECEIVED
SAID REMOVAL NOTICE. ADVISED SUBJECT'S REMOVAL
NOTICE WAS SENT BY THE DIRECTION OF THE SECRETARY OF THE ARMY
CONTAINED IN HIS LETTER DATED UNDER THE PROVISION OF
PUBLIC LAW #733, 81st CONGRESS. SUBJECT'S SI VERIFICATION
PENDING AND WILL BE EXPEDITED.

1683

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: May 28, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX

During the past week, 50 cards were added to the Security Index and 24 cards were cancelled, a net increase of 26 cards.

The Security Index count as of today is 25,303.

ACTION:

None. This is for your information

UNRECORDED

June 2, 1954

EMERGENCY DETENTION PROGRAM
Bureau File

DETAILS:

We follow the field weekly on the status of the Security Index subjects in the Federal Government. The field advises us by airtel of the status of these subjects as of each Friday.

General

As of Friday, May 28, 1954, a total of 16 Security Index subjects were included in the above category, no change from the preceding week. Of the 16, nine are suspended and one has resigned. These subjects are:

My memorandum of May 25, 1954, noted that, although a removal order is outstanding against , a former employee of the Army in New York City, the Army had been unable to fix the effective date for his complete separation since the receipt of the original notice by had not been verified. New York has now learned that is no longer in the New York area and that he has been formally removed from Federal rolls upon the mailing of a removal notice by registered mail on .

UNRECORDED
6-4-54

[redacted]

Deputy Attorney General June 4, 1954

Director, FBI

EMERGENCY DETENTION PROGRAM
FBI File

Reference is made to previous communications relating to Security Index subjects employed by the Federal Government.

Please be advised that General, a Security Index subject who in recent weeks has been suspended, was on , dismissed from his employment with the United States Department of Health, Education and Welfare in Detroit, Michigan.

Any additional information received in this matter will be forwarded to you promptly upon receipt.

1684
5-28-54

UNITED STATES GOVERNMENT

DATE: 5/28/54

TO: Director, FBI

FROM: SAC, New York ( )

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS
PERSONAL OBSERVATION OF SECURITY SUBJECTS
SECURITY INDEX
FORM FD-186

Re SAC Letter 54-24 dated 5/11/54, paragraph L, sub-paragraph A.

In view of the instructions contained in the above SAC Letter, it is suggested that the Bureau revise Form FD-186 which would appear to be the appropriate form, in accordance with the sample submitted by SA(A) of this office.

1684
5-28-54

FD-186

TO:

DATE:

FROM:

SUBJECT:

FILE NO:

Pursuant to Section 87C, 7b(5), Manual of Instructions, the description and photograph of a subject should be placed on the reverse side of the Security Index card prepared for that subject.

The physical description of the above-captioned subject was obtained through personal observation in compliance with sub-paragraph A, paragraph L, SAC Letter 54-24 dated 5/11/54.

The subject's description as set forth on the reverse side of the geographical Security Index card should be compared with the subject's description as set forth below for any discrepancy which may exist and which should be corrected in accordance with the description set forth below.

The following description was obtained through personal observation and from the sources as specified:

(1) Date subject observed:

(2) Name of observing agent:

(3) Photograph on subject's SI Card: Yes_____ No_____

(4) If photograph not previously placed on SI Card, photograph obtained:

a. on (date)
b. by (agent's name)
c. from (any other source)

(5) Subject's name and aliases:

(6) Sex:

(7) Race:

Encl.

-1684

1684
5-28-54

(8) Age:

(9) Date and place of birth: (source)

(10) Nationality: (source)

(11) Height:

(12) Weight:

(13) Build:

(14) Hair:

(15) Eyes:

(16) Complexion:

(17) Scars & Marks:

(18) Peculiarities:

(19) Marital Status: (source)

(20) Immediate relatives, including children: (source)

(21) Occupation:

(22) Place of employment:

(23) Social Security Number:

(24) Residence:

(25) FBI or Police number: (source)

(26) Fingerprint classification: (source)

(27) Other identifying numbers:

(28) Information re possession of firearms:

(29) Possession of exceedingly dangerous characteristics:

(30) Union affiliation, if any:

Enc 2

Check following:
Should subject be tabbed for: Detcom Yes___No___; Comsab Yes___No___

1684

Memorandum • UNITED STATES GOVERNMENT

June 10, 1954

SAC, New York

Director, FBI

SECURITY INVESTIGATIONS OF INDIVIDUALS

Reurlet of 5/28/54 transmitting suggested amendments to FD-186 prepared by SA(A) of your office.

It appears that your suggestion is directed to the provisions of SAC Letter 54-24 (L) requiring that "A notation or memorandum to the effect that the Security Index subject has been personally observed shall appear in the case file of every Security Index subject whose name is presently maintained in the Security Index." You propose to comply with such instructions by providing for recording of such data on the FD's 186 which are routed to the Security Index case files.

The Bureau desires to express appreciation for the suggestion, designed to improve our operations. In consideration of its scope, affecting a Bureau form utilized throughout the field, this matter is receiving careful study at the Bureau. You will be appropriately advised when a decision has been reached.

RECEIVED JUN 11 12 30

1685

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: June 4, 1954

FROM :

SUBJECT: SECURITY INDEX

During the past week, 42 cards were added to the Security Index and 11 cards were cancelled, a net increase of 31 cards.

The Security Index count as of today is 25,334.

ACTION:

None. This is for your information.